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MEMORANDUM

To: Members of the University Affairs Board
From: Andrew Drummond, Secretary
Date: September 19, 2005
Re: **University Affairs Board Meeting – Tuesday, September 27, 2005 at 4:30 pm**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the University Affairs Board which will be held on **Tuesday, September 27, 2005 in the Council Chamber, 2nd floor, Simcoe Hall at 4:30 p.m.**

(b) Orientation Materials

At the request of the Chair, a memorandum designed to orient you to the Board and its activities has been included under item #1, along with the current membership of the Board and the Board's terms of reference. Please review this material in advance of the meeting.

(c) Confirmation of Meeting Attendance

In order to ensure that there will be quorum at the meeting, if you have not yet done so, please confirm your attendance by contacting me by phone (416-978-8794) or email (andrew.drummond@utoronto.ca).

(d) Reception Following the Meeting

Following the meeting, the Board's Senior Assessor, Professor David Farrar, is hosting a reception in the Davenport Atrium (80 St. George St.). Please RSVP to Stephan Humphrey (by phone at 416-978-6576 or by email at s.humphrey@utoronto.ca) in the Office of the Governing Council to confirm your attendance at this event.

Thank you.