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MEMORANDUM

To: Members of the University Affairs Board
From: Andrew Drummond, Secretary
Date: November 10, 2005
Re: **University Affairs Board Meeting – Tuesday, November 15, 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, November 15, 2005 in the Council Chamber, 2nd floor, Simcoe Hall at 4:30 p.m.**

(b) Equity Reports

At the request of the Chair, Professor Angela Hildyard, Vice-President, Human Resources and Equity, will moderate the discussion of the Report of the Equity Officers. Included in the agenda package is a cover letter from Professor Hildyard, as well as the report of the Equity Infrastructure Review.

(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).

Thank you.