



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

MEMORANDUM

To: Members of the Executive Committee
From: Cristina Oke, Secretary
Date: January 29, 2003
Re: **Executive Committee Meeting – Monday February 3, 2003 at 5:00 pm**

The Agenda package for the Executive Committee meeting is attached.

Note re: appendices. When distributing documentation for Executive Committee meetings, we do not include the appendices to reports for those members who will have previously received copies (i.e. members of the Academic Board will not receive appendices to the report of that Board as those members will have received this documentation with their Academic Board agenda packages). In such instances, members are requested to retrieve the relevant documentation for the Executive Committee meeting. The material is also available linked to the agenda at <http://www.utoronto.ca/govcncl/bac/details/exdetail.htm>

If you have not already done so, would you please contact me to confirm your attendance at this meeting. I may be reached by voice mail (416-978-8427) or email (c.oke@utoronto.ca).

Thank you.