



January 14, 2003

Memorandum to: Members of the Business Board

Subject: **Meeting of Monday, January 20, 2003, at 5:00 p.m.,
Council Chamber, Simcoe Hall**

Attached is your agenda package for the January 20 meeting of the Business Board.

(1) Starting Time: 5:00 p.m.

Members had been asked to set aside time for a meeting beginning at 4:00 p.m. Because some of the agenda items anticipated for this meeting will not be forthcoming, the **meeting will begin at the usual 5:00 p.m. time.**

(2) Next Meeting: Monday, March 3, at 4:00 p.m.

Because of the postponement of some items to the next meeting, it is now anticipated that the agenda for the March meeting will be a particularly long one. The Chair of the Board, Mr. Amir Shalaby, would therefore be very grateful if members would **kindly set aside time to attend the March 3 meeting beginning at 4:00 p.m.**

(3) New Document Distribution System: Items Distributed Previously

The Office of the Governing Council is now fully implementing a new electronic distribution document system. That system allows us to avoid sending duplicate copies of documents to members who have previously received them. Consequently,

- (a) In the future, members of the Audit Committee (and others who receive Audit Committee materials) will not receive duplicates of Audit Committee items in their Business Board packages. For this meeting only, the Audit Committee materials are included for everyone.

(3) New Document Distribution System: Items Distributed Previously (Cont'd)

- (b) Members of the Governing Council (and others who receive Governing Council packages) will not have the following document in their packages:

The report of the Board's previous meeting: Report Number 121 of the Business Board – November 11, 2002.

Members of the Governing Council are asked to retrieve this report from their December 12 Governing Council package.

Packages will include an attachment to Report Number 121 – the list of follow-up items.

Members who may have discarded the report of the previous meeting – Report Number 121 - are invited to call to request replacements. Please be in touch with Mr. Chris McGowan in the Duplicating Centre at 416-978-4997 <chris.mcgowan@utoronto.ca> or with me at 416-978-8425 <neil.dobbs@utoronto.ca>.

(4) New Document Distribution System: Electronic Distribution of Full Packages

The new electronic system also enables us to distribute full agenda packages electronically to those who prefer such distribution. You may recall having been surveyed some months ago about your preference for paper or electronic distribution. If you did opt for electronic distribution at that time:

- (a) You will not have received your January 20 Business Board package in the mail, apart from this memorandum, the agenda, and the Report Number 67 of the Audit Committee.
- (b) **Please call Mr. Chris McGowan or his colleague Mr. Charles Kernerman (both at 416-978-4997) well in advance to confirm your attendance at the meeting and to arrange for your laptop computer to be connected when you arrive at the Council Chamber to give you access to documents during the Board meeting.**

If any member who opted for electronic distribution would now prefer a paper copy, please call Mr. McGowan or Mr. Kernerman, who will be pleased to arrange for a copy of the package to be hand delivered to you.

If any member currently receiving paper copies would prefer to be added to the list for subsequent electronic distributions, similarly please advise Mr. McGowan or Mr. Kernerman.

(4) New Document Distribution System: Electronic Distribution of Full Packages (Cont'd)

My apologies in advance for any confusion arising from the implementation of the new distribution system. If you have any questions, please do call me. I anticipate that the new system will become second nature after this first distribution.

(5) Consent Agenda Items

Please note that there are again a number of items on the consent portion of the agenda, under item 5 (other items for approval) and item 6 (other reports for information). If you have questions about any of these items, please be sure to call the relevant assessor in advance of the meeting. If you have any concerns about an item and would like it to be discussed by the Board, please notify me as soon as possible so that I can notify the Chair and the relevant assessor.

Secretary,
Business Board