



November 3, 2003

Memorandum to: Members of the Business Board

Subject: **Meeting of Monday, November 10, 2003, at 5:00 p.m.,
Lakeview Room, 27th Floor
Chestnut Street Residence, 89 Chestnut Street**

Attached is your agenda package for the November 10 meeting of the Business Board. So that the Chair can be kept informed of attendance, would you please (if you have not already done so) notify Ms Ramona McKendrick (at 416-978-6576 or ramona.cesar@utoronto.ca) if you will be **unable** to attend?

(1) Location

The meeting will be held at the new Chestnut Street Residence (the former Colony Hotel), 89 Chestnut Street, in the Lakeview Room on the top floor. Chestnut Street runs south off Dundas Street West, two blocks west of Bay Street and two blocks east of University Avenue.

(2) Parking

Underground parking is available at the Residence. If you show your University of Toronto parking permit or special meeting parking pass to the attendant, you will not be required to pay the usual fee to park for this meeting. (I regret that this facility is not a part of the University's regular parking facilities; your U. of T. parking permit will not be accepted at other times.)

(3) Reception and Tours

Mr. Felix Chee, the Vice-President, Business Affairs, and Professor Angela Hildyard, the Vice-President, Human Resources and Equity, invite members and assessors to a brief reception following the meeting. Ms Cathy Riggall, the Assistant Vice-President, Facilities and Services, has also kindly arranged for tours of the new residence to be available.