



June 10, 2004

Memorandum to: Members of the Business Board

Subject: **Meeting of Thursday, June 17, 2004 at 5:00 p.m.
Council Chamber, Simcoe Hall**

Attached is your agenda package for the June 17 meeting of the Business Board.

(1) Meeting Duration

I write on behalf of Mr. Jack Petch, Vice-Chair of the Business Board (who is carrying out the duties of the Chair in the temporary absence of Ms Jacqueline Orange) to ask members to be prepared to remain for a half hour or so past the target adjournment time of 7:00 p.m. As you will see, the agenda of the meeting is a long one, including a number of very important items, and your willingness to carry on would be very much appreciated. I know that Ms Orange will make every effort to conduct the meeting expeditiously.

(2) Parking

Members who will be driving onto campus should be aware that, because of the Convocation ceremonies being held on June 17, the usual parking places near Simcoe Hall may not be available.

Members with Governing Council parking permits and meeting passes will, however, be able to park in other spaces, likely on the outside perimeter of the northwest corner of King's College Circle, near the Croft Chapter House and the Robert Prichard Alumni House. Members are advised to enter the campus from the east entrance, beneath the Queen's Park Crescent overpass from Wellesley Street. Point out your Governing Council parking permit / meeting pass and let the police officer or parking attendant know that you will be attending the Business Board meeting. The attendant will direct you to the appropriate parking places.

Secretary, Business Board

cc: Mr. Alex MacIsaac, Manager, Parking Services
Mr. Dan Hutt, Manager, Police Services

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