



University of British Columbia
BOARD OF GOVERNORS
AGENDA

Tuesday, November 23, 2010
8:30 a.m. to 4:30 p.m.
 UBC Vancouver
 Ponderosa Centre, Arbutus Room

1. REMARKS

8:30 a.m.-8:45 a.m.

- 1.1 Chair
- 1.2 Chancellor
- 1.3 President

2. AUDIT COMMITTEE

8:45 a.m.-9:00 a.m.

Chair: Mr. Ross Smith **Members:** Dr. Maureen Howe, Mr. Barry Lapointe *Ex officio:* Board Chair Bill Levine, Chancellor Sarah Morgan-Silvester, Professor Stephen Toope

Remarks from the Audit Committee Chair

2.1	Quarterly Financial Statements to September 30, 2010 P. Ouillet I. Burgess A. Glynn	Open Information (5 min)	<p>AT BOARD</p> <p>The Consolidated Financial Statements (second quarter of 2010/11, period ending September 30, 2010) were received by the Audit Committee in October 2010 and are circulated for information.</p>
2.2	Quarterly Financial Forecast at September 30, 2010 P. Ouillet I. Burgess A. Glynn	Open Information (5 min)	<p>AT BOARD</p> <p>The Quarterly Financial Forecast as at September 30, 2010 was approved by the Audit Committee in October 2010, has been submitted as required to the Provincial Government, and is circulated for information.</p>

10. LEARNING & RESEARCH COMMITTEE

9:00 a.m.-9:45 a.m.

Chair: Dr. Barrie McCullough **Members:** Dr. Nassif Ghossoub, Mr. Ben Glassco, Mr. Sean Heisler, Dr. Maureen Howe, Ms. Janet Pau *Ex officio:* Board Chair Bill Levine, Chancellor Sarah Morgan-Silvester, Professor Stephen Toope

Remarks from the Learning & Research Committee Chair

Items received for information: • Endowments

10.1	<p>Academic Presentation</p> <p>Dr. Julio Montaner MD, DSc, FRCPC, FCCP, FACP, FRSC, OBC Professor of Medicine and Head, Division of AIDS, BC Director, BC Centre for Excellence in HIV / AIDS (BC-CfE) Providence Healthcare D. Farrar</p>	Open Information (30 min)	<p>AT BOARD</p> <p>Presentation: <i>Treatment as prevention: HAART expansion – a powerful strategy to reduce AIDS morbidity and mortality and HIV incidence</i></p> <p>Dr. Montaner received the Order of BC in 2010 for his work in the development of a revolutionary strategy aimed at curbing the growth of the HIV epidemic in BC.</p> <p>The BC Centre for Excellence in HIV/AIDS is currently implementing this bold new strategy in a pilot project in collaboration with the Province of British Columbia to Seek and Treat for Optimal Prevention of HIV/AIDS (STOP HIV/AIDS).</p>
10.2	University and Industry Relationships – Campus as a Living Lab P. Ouillet J. Hepburn	Open Information (15 min)	<p>AT BOARD</p> <p>NO DOCUMENTATION</p>
10.3	Endowments H. Lai	Open Information (0 min)	Endowment funds listed under the docket submission have been approved by the President on the recommendation of the University Counsel and are presented to the Board of Governors for information only, in accordance with UBC Policy #113 (Endowment Management).

10.4	a) UBC Vancouver Senate Recommendations b) UBC Okanagan Senate Recommendations	Open Consent (0 min)	AT BOARD DECISIONS REQUESTED IT IS RECOMMENDED that the Board of Governors accept recommendations resulting from the UBC Vancouver Senate meeting of September 15, 2010, effective as of November 23, 2010. <hr/> IT IS RECOMMENDED that the Board of Governors accept recommendations resulting from UBC Okanagan Senate meetings of September 22, 2010, effective as of November 23, 2010.
3. PEOPLE, COMMUNITY & INTERNATIONAL COMMITTEE <i>9:45 a.m.-10:30 a.m.</i> Chair: Ms. Theresa Arsenault Members: Ms. Bonnie Bates Gibbs, Ms. Anne-Marie Fenger, Mr. Robert Fung, Dr. Nassif Ghossoub, Mr. Ben Glassco, Ms. Alice Laberge, Mr. Azim Wazeer <i>Ex officio:</i> Board Chair Bill Levine, Chancellor Sarah Morgan-Silvester, Professor Stephen Toope			
Remarks from the People, Community & International Committee Chair Items received for information: <ul style="list-style-type: none"> • Strategic Session Planning Update • Celebrating Achievement: The UBC Blue and Gold Review and the Annual Review (Annual Report) • Alumni Affairs Activity Report • UBC Vancouver Learning Exchange • University-Industry Liaison Office (UILO) Annual Report • University Neighbourhoods Association Annual Report 			
3.1	People, Community & International Committee Strategic Session T. Arsenault R. Kahlon	Open Discussion (0 min)	NO DOCUMENTATION The Committee received an update on plans for the People, Community & International Committee Strategic Session scheduled for January 31, 2011.
3.3	Naming of Campus Facilities S. Owen N. Knight	Open Approval (5 min)	DECISION REQUESTED IT IS RECOMMENDED that the Board of Governors approve the following: 1. Rename the Chemistry Physics Building ‘Chemistry A Block, Chemistry Physics Building’.
3.4	Request to Amend the Terms of an Endowment Fund H. Lai	Open Approval (5 min)	DECISION REQUESTED IT IS RECOMMENDED that the Board of Governors approve: a) the change of name of the Language and Literacy Education Graduate Prize Endowment Fund to the Mary Ashworth Memorial Graduate Prize in Education Endowment Fund; and, b) the change of purpose from supporting a prize to supporting a scholarship, as recommended by the President and University Counsel.
3.5	Celebrating Achievement: The UBC Blue & Gold Review and the Annual Review S. Owen B. Miles J. Todd S. Macrae J. Bendl	Open Information (0 min)	The Committee received a presentation of the new formats for the annual Alumni Achievement Awards event, the President's Blue & Gold Review event, and the Annual Report. In support of fiscal and environmental sustainability, the UBC Annual Review (previously the Annual Report) is available only on the University's website.
3.6	Alumni Affairs Activity Report B. Miles J. Todd	Open Information (0 min)	A summary of Alumni Affairs activities since the September 2010 Board of Governors meeting circulated for information.
3.7	Presentation Terry Talks B. Sullivan C. Hyson	Open Information (30 min)	AT BOARD NO DOCUMENTATION Every year, “TEDx Terry talks” is gives students a high-profile platform to communicate their passions and desires to an audience of their UBC peers, borrowing a template from a well-established conference known as the TED conference, modified for delivery within the UBC setting. The intent is to bring together the University’s “most fascinating [student] thinkers and doers, who are challenged to give the talk of their lives.”

3.8	<p>UBC Vancouver Learning Exchange Annual Update</p> <p>S. Owen M. Fryer</p>	<p>Open Information (0 min)</p>	<p>Over the past year, continued significant growth in Learning Exchange programs has occurred. More than 2,000 UBC students engaged in community-based experiential learning in several communities in BC, including the Downtown Eastside and other parts of the Metro Vancouver area, as well as smaller communities in northern BC. More than 60% of these students did their work in the community as part of an academic course.</p> <p>Growth in programs has been made possible by generous gifts from a variety of external sources, as well as support from the University, which this year made a commitment to provide ongoing core funding to the Learning Exchange.</p>
3.9	<p>Strategic Discussion Development of UBC's International Strategic Plan</p> <p>J. Hepburn H. Pennant</p>	<p>Open (5 min)</p>	<p>UBC is already deeply engaged internationally in many different ways. It has an internationally diverse student body. There are students from more than 140 countries pursuing degrees on the Vancouver campus; 65 countries on the Okanagan campus.</p> <p>UBC has the largest international student exchange program in Canada, and its program is among the largest in the world. 14% of the undergraduate graduating class at UBC V and 21% at UBC O have a learning experience abroad as part of their studies, as compared to a national average of 3%.</p> <p>The Committee received a presentation outlining the current level of international engagement at UBC and the Strategic Plan process to this point, which has included identifying objectives, risks and opportunities.</p> <p>Community consultation will continue to the end of 2010, with additional details of the Plan to be provided to the Board of Governors in February 2011.</p>
3.10	<p>University-Industry Liaison Office (UILO) Annual Report</p> <p>J. Hepburn A. Livingstone</p>	<p>Open Information (0 min)</p>	<p>UBC enjoys an excellent international reputation as a leader in commercialization and the UILO has an important role to play in helping UBC fulfill the goals of <i>Place and Promise</i>, most specifically through supporting the commitment to research excellence and the goals of the strategic research plan.</p> <p>Refocusing its activities to better serve UBC researchers and the Canadian ecosystem and entering the fourth year of a five-year transformation, the UILO is establishing multiple channels to support innovation that go beyond traditional concepts of research partnerships and commercialization.</p>
3.11	<p>University Neighbourhoods Association (UNA) Annual Report</p> <p>S. Owen N. Knight</p>	<p>Open Information (0 min)</p>	<p>The University Neighbourhoods Association (UNA) Annual Report was circulated for information, summarizing the UNA's 2010 activities.</p>
3.12	<p>a) Award Winners – Faculty</p> <p>D. Farrar D. Owsram J. Hepburn</p>	<p>Open Information (10 min)</p>	<p>AT BOARD Notable Distinctions:</p> <ul style="list-style-type: none"> • Professor Sherrill Grace, English Department, Faculty of Arts • Dr. Marina Milner-Bolotin, Assistant Professor, Department of Curriculum & Pedagogy, Faculty of Education • Ms. Sarah Rauch, Lecturer and Director of UBC's First Nations Legal Clinic, Faculty of Law <p>Report on additional awards to and recognition of faculty members circulated in the Board docket.</p>
	<p>b) Award Winners – Students, Staff & Alumni</p> <p>B. Sullivan</p>		<p>AT BOARD Report on awards to and recognition of students, staff and alumni circulated in the Board docket.</p>
10:30 a.m. to 10:40 a.m. - Break			

4. PROPERTY & PLANNING COMMITTEE

10:40 a.m.-11:15 a.m.

Chair: Dr. Andrew Irvine **Members:** Ms. Anne-Marie Fenger, Mr. Robert Fung, Dr. Nassif Ghoussoub, Mr. Ben Glassco, Mr. Sean Heisler, Ms. Alice Laberge, Dr. Barrie McCullough, Mr. Douglas Mitchell, Ms. Janet Pau, Mr. Azim Wazeer **Ex-officio:** Board Chair Bill Levine, Chancellor Sarah Morgan-Silvester, Professor Stephen Toope

Remarks from the Property & Planning Committee Chair

- Items received for information:
- UBC Vancouver Public Realm Plan Annual Report
 - UBC Vancouver Building Operations Update
 - Board 4 Reports
 - Capital Projects Update

4.1	<p>UBC Okanagan Geoexchange Phase 3</p> <p>D. Owram P. Ouillet J. Podger J. Metras N. Knight A. Poettcker</p>	<p>Open Approval (5 min)</p>	<p>DECISION REQUESTED IT IS RECOMMENDED that the Board of Governors approve the following:</p> <p>UBC OKANAGAN GEOEXCHANGE PHASE 3 BOARD 1, BOARD 2 and BOARD 3</p> <p>Approval</p> <table> <tr> <td>Capital Budget</td> <td style="text-align: right;">\$6,494,000</td> </tr> <tr> <td>Operating Budget</td> <td style="text-align: right;">see report</td> </tr> <tr> <td>Schedule</td> <td></td> </tr> <tr> <td>Consultant Selection</td> <td></td> </tr> <tr> <td>Project in Principle</td> <td></td> </tr> <tr> <td>Program</td> <td></td> </tr> <tr> <td>Award of Contract</td> <td></td> </tr> <tr> <td>Funding Release</td> <td style="text-align: right;">\$6,494,000</td> </tr> </table> <p>Information</p> <table> <tr> <td>Expenses to date</td> <td style="text-align: right;">\$300,000</td> </tr> <tr> <td>Funding released to date</td> <td style="text-align: right;">n/a</td> </tr> </table>	Capital Budget	\$6,494,000	Operating Budget	see report	Schedule		Consultant Selection		Project in Principle		Program		Award of Contract		Funding Release	\$6,494,000	Expenses to date	\$300,000	Funding released to date	n/a
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4.2	<p>Alumni Centre</p> <p>B. Miles P. Ouillet N. Knight J. Metras A. Poettcker</p>	<p>Open Approval (5 min)</p>	<p>DECISION REQUESTED IT IS RECOMMENDED that the Board of Governors approve the following:</p> <p>ALUMNI CENTRE - BOARD 2</p> <p>Approval</p> <table> <tr> <td>Preliminary Capital Budget</td> <td style="text-align: right;">\$17,984,000</td> </tr> <tr> <td>Preliminary Operating Budget</td> <td style="text-align: right;">\$308,450</td> </tr> <tr> <td>Program</td> <td></td> </tr> <tr> <td>Schedule</td> <td></td> </tr> <tr> <td>Authorization to issue Development Permit</td> <td></td> </tr> <tr> <td>Proceed to Working Drawings</td> <td></td> </tr> <tr> <td>Funding Release</td> <td style="text-align: right;">\$900,000</td> </tr> </table> <p>Information</p> <table> <tr> <td>Expenses to date</td> <td style="text-align: right;">\$55,000</td> </tr> <tr> <td>Funding released to date</td> <td style="text-align: right;">\$600,000</td> </tr> </table>	Preliminary Capital Budget	\$17,984,000	Preliminary Operating Budget	\$308,450	Program		Schedule		Authorization to issue Development Permit		Proceed to Working Drawings		Funding Release	\$900,000	Expenses to date	\$55,000	Funding released to date	\$600,000		
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4.3	<p>Engineering Student Centre</p> <p>B. Sullivan P. Ouillet T. Aboulnasr N. Knight J. Metras A. Poettcker</p>	<p>Open Approval (5 min)</p>	<p>DECISION REQUESTED IT IS RECOMMENDED that the Board of Governors approve the following:</p> <p>ENGINEERING STUDENT CENTRE - BOARD 1</p> <p>Approval</p> <table> <tr> <td>Preliminary Capital Budget</td> <td style="text-align: right;">\$5,070,000</td> </tr> <tr> <td>Preliminary Operating Budget</td> <td style="text-align: right;">\$76,712</td> </tr> <tr> <td>Schedule</td> <td></td> </tr> <tr> <td>Project in Principle</td> <td></td> </tr> <tr> <td>Location</td> <td></td> </tr> <tr> <td>Consultant Selection</td> <td></td> </tr> <tr> <td>Program</td> <td></td> </tr> <tr> <td>Proceed to Schematic Design</td> <td></td> </tr> <tr> <td>Funding Release</td> <td style="text-align: right;">\$400,000</td> </tr> </table> <p>Information</p> <table> <tr> <td>Expenses to date</td> <td style="text-align: right;">\$0</td> </tr> </table>	Preliminary Capital Budget	\$5,070,000	Preliminary Operating Budget	\$76,712	Schedule		Project in Principle		Location		Consultant Selection		Program		Proceed to Schematic Design		Funding Release	\$400,000	Expenses to date	\$0
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4.4	<p>Advisory Urban Design Panel Reappointment</p> <p>P. Ouillet N. Knight</p>	<p>Open Approval (5 min)</p>	<p>DECISION REQUESTED IT IS RECOMMENDED that the Board of Governors approve the reappointment of Ms. Lisa Castle to the UBC Advisory Urban Design Panel Board of Directors, for a term to expire in January 2013.</p>																				

4.5	UBC Vancouver Public Realm Plan Annual Report P. Ouillet N. Knight	Open Information (0 min)	The Board of Governors approved the Vancouver Public Realm Plan at its June 2009 meeting, including a requirement for annual reporting to the Board on the progress of public realm improvements completed and underway.
4.6	UBC Vancouver Building Operations Update P. Ouillet D. Woodson	Open Information (0 min)	The Committee received a report regarding the new Building Operations department at UBC Vancouver, created as part of the 2009 restructuring of the VP Finance, Resources & Operations portfolio.
4.7	Board 4 Reports P. Ouillet D. Farrar B. Sullivan W. Pue J. Metras	Open Information (5 min)	AT BOARD Board 4 project completion report circulated with the docket: - UBC Renew - Buchanan Block B - UBC Vancouver Child Care - UBC Vancouver Kids' Clubs
4.8	Capital Projects Update P. Ouillet J. Metras N. Knight	Open Information (10 min)	AT BOARD At each meeting, the Board receives an updated report on capital projects currently in progress. This includes all major capital projects that have received at least Board 1 approval. The report provides summary information on project schedule, budget, costs to date, confirmed funding sources, outstanding unfunded amounts, and debt financing requirements for each project.

5. COMMUNITY PLANNING TASK GROUP

Chair: Mr. Robert Fung **Members:** Ms. Anne-Marie Fenger, Dr. Nassif Ghoussoub, Ms. Virginia Greene, Mr. Sean Heisler, Dr. Andrew Irvine, Mr. Azim Wazeer, Ms. Susan Yurkovich **Ex-officio Members:** Board Chair Bill Levine, Chancellor Sarah Morgan-Silvester, President Stephen Toope

5.1	Meeting Minutes R. Fung	Open Information (0 min)	AT BOARD Minutes of the August 27, 2010 meeting of the Community Planning Task Group were circulated for information.
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6. JOINT: PROPERTY & PLANNING COMMITTEE

11:15 a.m.-11:20 a.m.

FINANCE COMMITTEE **Lead Chair:** Dr. Andrew Irvine **Chair:** Dr. Maureen Howe

6.1	Faculty of Pharmaceutical Sciences / Centre for Drug Research and Development (CDRD) Building – Fast Track Update Report D. Farrar P. Ouillet J. Hepburn R. Sindelar W. Pue J. Metras A. Poettcker	Open Information (5 min)	AT BOARD The Board 3 “Fast Track” approval for the Pharmaceutical Sciences / CDRD project, received in June 2010, requires information update reports on the progress of the fast-track process. Monthly progress reports are also being provided to the Board Chair and Chairs of the Finance and Property & Planning Committees. Reporting will continue until 80% of construction tenders are complete. Fast tracking compresses project schedule by running design and construction phases simultaneously. A fast-track process is required in this case to meet the August 2012 completion deadline necessary to allow the Faculty of Pharmaceutical Sciences to accommodate a significant planned expansion in enrolment.
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7. FINANCE COMMITTEE

11:20 a.m.-12:00 p.m.

Chair: Dr. Maureen Howe **Members:** Dr. Nassif Ghoussoub, Mr. Ben Glassco, Mr. Sean Heisler, Dr. Andrew Irvine, Ms. Alice Laberge, Ms. Janet Pau, Mr. Ross Smith, Mr. Azim Wazeer **Ex officio:** Board Chair Bill Levine, Chancellor Sarah Morgan-Silvester, Professor Stephen Toope

Remarks from the Finance Committee Chair

7.2	MBA International Tuition Fee Increase D. Farrar B. Sullivan	Open Approval (5 min)	AT BOARD DECISION REQUESTED IT IS REQUESTED that the Board of Governors approve a \$6,000 increase to the international MBA student, effective August 2011, and an additional \$6,000 increase effective August 2012, for new international (visa) students entering the UBC MBA full-time and part-time programs.
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7.3	Liquidity Sensitivity Analysis P. Ouillet P. Smailes	Open Information (15 min)	AT BOARD At the September 2010 Finance Standing Committee session, a request was made to present a view of the University's liquidity forecast in a best case and worst case scenario. This request was in addition to the 'likely' case scenario that is presented on a regular basis. Charts detailing the base, best and worst-case scenario forecasts are circulated.
7.4	No Item		
7.5	Endowment Status Report as at September 30, 2010 P. Ouillet I. Burgess A. Glynn	Open Information (0 min)	AT BOARD In accordance with the revised Endowment Management Policy # 113, attached is a summary of the status of endowment funds (UBC Vancouver) as at September 30, 2010.
7.6	Endowment Spend Rate for 2011/12 P. Ouillet I. Burgess A. Glynn	Open Approval (10 min)	AT BOARD DECISION REQUESTED IT IS RECOMMENDED that the Board of Governors approve a 3.5% endowment spend rate for fiscal year 2011/2012.
7.7	Ancillary Budget Annual Report – Athletics & Recreation (UBC Vancouver) P. Ouillet	Open Information (15 min)	AT BOARD The presentation will provide an update on the financial and operational performance of this ancillary entity. The Department of Athletics at the Vancouver campus is one of the largest varsity programs in Canada, with cash revenues of \$18.6M, including donations, and 29 teams. It also has the largest intramural program in Canada, with 61,000 participants (one-time & repeat). Recent successes include completing two artificial fields and a baseball diamond, and securing \$10M in arena-naming rights. Future priorities include completing a new Tennis Center and supporting a staff and faculty Health & Wellness Plan.

12:00 noon to 1:00 p.m. - Lunch / Reflections

9. GOVERNANCE COMMITTEE

1:00 p.m.-1:45 p.m.

Chair: Ms. Susan Yurkovich **Members:** Ms. Theresa Arsenault, Ms. Bonnie Bates Gibbs, Dr. Nassif Ghossoub, Mr. Sean Heisler, Dr. Andrew Irvine **Ex officio:** Board Chair Bill Levine, Chancellor Sarah Morgan-Silvester, Professor Stephen Toope

Remarks from the Governance Committee Chair

9.1	UBC Foundation Board Appointment B. Miles	Open Approval (5 min)	AT BOARD DECISION REQUESTED IT IS REQUESTED that the Board of Governors approve the appointment of Mr. Douglas Mitchell to the UBC Foundation Board.
9.2	Place and Promise: The UBC Plan S. Toope P. Stevens	Open Information (15 min)	AT BOARD <i>Place and Promise: The UBC Plan</i> was approved in December 2009. As part of the plan, UBC will report annually to its communities on progress towards goals and actions. The first report was submitted in July 2010.; University-wide goals are articulated in the Plan and posted on the website .
9.3	Policy #23 (Extension of Appointments for Deans and Principals) H. Lai D. Owrap D. Farrar	Open Approval (5 min)	AT BOARD DECISION REQUESTED IT IS REQUESTED that the Board of Governors repeal Policy #23 (Reappointment of Deans and Principal of College of Health Disciplines) and approve Policy #23 (Extension of Appointments for Deans and Principals) circulated as Attachment 1, effective November 24, 2010.

9.4	Policy #24 (Extension of Appointments for Designated Senior Academic Administrators) H. Lai S. Toope	Open Approval (5 min)	AT BOARD DECISION REQUESTED IT IS REQUESTED that the Board of Governors repeal Policy #24 (Reappointment of Vice Presidents) and approve Policy #24 (Extension of Appointments for Designated Senior Academic Administrators) circulated as Attachment 1, effective November 24, 2010, for all extensions of appointments where the process has not yet commenced.
9.5	Policy #14 (Response to At-Risk Behaviour) H. Lai B. Sullivan L. Castle	Open Information (5 min)	AT BOARD Proposal for replacement of Policy #14 (Response to Threatening Behaviour), an update to the University's procedures for dealing with persons who pose a risk to themselves or to others or to property on University premises. The proposed Policy outlines the process for units on campus that frequently deal with these situations, and creates a new process to ensure that students are treated fairly if their studies are impacted by restrictions placed on them pursuant to the proposed Policy.
9.6	Policy #3 (Discrimination and Harassment) H. Lai D. Oworm D. Farrar T. Patch	Open Information (5 min)	AT BOARD Proposed amendments to Policy #3 are being brought to the Board for information and comment at this time. The amendment updates and clarifies the University's policy on preventing discrimination and harassment on grounds protected by the B.C. Human Rights Code, and significantly streamlines the process to be followed by the Equity Office when dealing with complaints relating to matters of discrimination or harassment. The proposed procedures provide a clear and fair process for both complainants and respondents and ensure that complaints can be handled quickly and effectively by the University. Subject to Board input, we anticipate undertaking a public consultation process and returning to the Board in March 2010 with a recommendation for approval.
11. OTHER Chair: Mr. Bill Levine			1:45 p.m.-2:00 p.m.
11.1	American Foundation for UBC Annual General Meeting (Chair to call AGM Vote) B. Miles I. Burgess H. McCaw	Open Approval (10 min)	AT BOARD DECISION REQUESTED IT IS RECOMMENDED that the Board of Governors approve as circulated: <ul style="list-style-type: none"> • <i>Minutes of the December 3, 2009 meeting of the American Foundation for the University of British Columbia; and,</i> • <i>Financial statements of the American Foundation for the University of British Columbia, fiscal year end March 31, 2009.</i> • <i>The reappointment of Ms. Heather McCaw as a Director of the American Foundation for the University of British Columbia Board, for a three-year term to expire in November 2013.</i> <p>The American Foundation for UBC has a single class of Members made up of Members of the Board of Governors of UBC. The Members conduct the Annual General Meeting of the American Foundation for UBC. The Agenda for the AGM is attached.</p>