Dear Professor Blue

At its meeting yesterday the University Council confirmed the composition of the Council Committees for 2015, which includes you as a representative from the Division of Sciences.

For your information the Capital Development Committee is scheduled to meet on the following days in 2015, with a start time of 2.00pm.  It would be very unlikely for the meeting to run much past 3.45pm as another Council Committee meets at 4.00pm.

March 27

May 22

July 24

Sep 25

Nov 18

I would appreciate it if you would diary the meeting times and do hope you will be able to attend on these days.  If you are unable to attend please let me know prior to the start of the meeting.

The venue is usually Committee Room North on the first floor of the Clocktower Building – any changes to this would be clearly notified in the agenda.

We endeavour to distribute the papers 5-6 days before the meeting although this is not always practicable.  We provide the agenda and papers in an electronic format by email and you are welcome to bring a device such as an iPad or laptop to the meeting, if this is your preference.

I enclose the Committee’s Terms of Reference, composition and current membership for your information. I also draw your attention to the *Guide to the Operation of University Committees*, which may be downloaded from the Academic Committees Office webpage at [www.otago.ac.nz/administration/academiccommittees](http://www.otago.ac.nz/administration/academiccommittees).

Please let me know if you have any queries.

Kind regards

James Gold

Secretary