



University of Toronto

**ALUMNI
COLLEGE OF ELECTORS**

October 9, 2007

Memorandum to: Members of the College of Electors
From: Mae-Yu Tan, Secretary to the College of Electors
Subject: Meeting of October 16, 2007

(a) Information Manual

Enclosed is an information manual provided for reference and background to your work as a member of the College of Electors in 2007-08. If you have any questions, or if you would like further information, please do not hesitate to contact me by email (maeyu.tan@utoronto.ca) or phone (416-978-8794).

The meeting of the College of Electors will be held on **Tuesday, October 16, 2007 in the Council Chamber, 2nd floor, Simcoe Hall at 5:30 p.m.** A light supper will be available beginning at 5:00 p.m. outside the Council Chamber. Documentation for the meeting is contained in Section B of the manual. As well, a parking pass has been included.

Please review your address on the membership list in Section A of the manual, and inform me of any errors or omissions.

(b) Photographs

A composite photo sheet that includes all members of the College of Electors will be produced this year. You may view the 2007-08 Governing Council photo sheet for a sample at: <http://www.governingcouncil.utoronto.ca/Assets/Boards+and+Committees/Governing+Council/2.03.01.pdf>.

Please forward your photo to the Office of the Governing Council at your earliest opportunity. If you prefer, you may bring a photo that we may use to the meeting on October 16th. The photo can be electronic (ideally no smaller than 100 KB) or hard copy; black and white or colour.

Members who so choose may have their photo taken between 5:00 and 5:30 p.m. on October 16 prior to the meeting of the College outside the Council Chamber.

(c) Confirmation of Meeting Attendance

If you have not already done so, please confirm your attendance at this meeting by contacting Kimberly Figueira by phone (416-978-6576) or email (governing.council@utoronto.ca). Please indicate if you plan to have your photo taken.