



Memorandum to: Members of the College of Electors

From: Mae-Yu Tan, Secretary to the College of Electors

Date: September 10, 2009

**Re: College of Electors Meeting - Thursday, September 24, 2009, 5:30 - 7:30 p.m.**

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**(a) Agenda Package**

Enclosed is the agenda package for the meeting of the College of Electors that will be held on Thursday, September 24, 2009 in the Council Chamber, Simcoe Hall, room 214, from 5:30 to 7:30 p.m. A parking pass has been included. A light supper will be available beginning at 5:00 p.m. outside the Council Chamber. Members are encouraged to come early and socialize during this time.

New members have been provided with an information manual which contains background material as well as the agenda package. Continuing members are asked to insert the following items in their information manual, replacing the relevant 2008-09 material:

- 2009-10 College of Electors Photo Sheet
- 2009-10 Membership List (Please review your address and inform me of any errors or omissions.)
- Governing Council Meeting Dates 2009-2010
- Organization Chart of the Governing Council, 2009-2010
- Photo Sheet of the Members of the Governing Council, 2009-2010
- Governing Council Members' Terms, 2009-2010
- Biographies of 2009-10 Members of the Governing Council

Biographies of 2009-10 College of Electors' Members have also been included. Please review your entry and notify me if any corrections should be made. I may be reached by email ([maeyu.tan@utoronto.ca](mailto:maeyu.tan@utoronto.ca)) or phone (416-978-8794).

**(b) Confirmation of Meeting Attendance**

Please contact Ms Kata Skoko by phone (416-978-6576) or email ([governing.council@utoronto.ca](mailto:governing.council@utoronto.ca)) to indicate whether or not you will be able to attend the meeting, so that we may ensure that quorum will be met.

Thank you.

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