



Memorandum to: Members of the College of Electors

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

Date: November 12, 2009

Re: **College of Electors Meeting - Thursday, November 26, 2009, 5:30 - 8:30 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the College of Electors that will be held on Thursday, November 26, 2009 in the Council Chamber, Simcoe Hall, room 214, from 5:30 to 8:30 p.m. A list of select items of business that will be considered by Governing Council or its Boards or Committees has been included so that members may be informed of matters that will be proceeding through governance in the coming months. A parking pass has also 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.

(b) Alumni Members of Governing Council

The alumni members of Governing Council have been invited to attend the joint meeting of the College and the Council of Presidents, and they have been informed that they will have an opportunity to address the College. Members of the College are encouraged to prepare in advance questions that you would like to ask of the alumni members about their experiences in governance.

(c) Telephone Conference

Members who are unable to attend the meeting in person but who wish to join by telephone conference may dial in locally to 416-343-4997, or may use the toll-free dial-in number (USA & Canada) to 1-866-440-4486, Conference ID: 7424552. Members are asked to use a land line rather than a cellular phone.

So that the Chair may be informed, please notify me if you plan to participate by telephone.

(d) Confirmation of Meeting Attendance

Please contact Ms Kata Skoko by phone (416-978-6576) or email (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.