



Memorandum to: Members of the College of Electors

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

Date: October 27, 2010

Re: **College of Electors Meeting - Wednesday, November 3, 2010, 5:30 - 8:00 p.m.**

(a) Agenda Package

Enclosed is the agenda package for the meeting of the College of Electors that will be held on Wednesday, November 3, 2010 in the Council Chamber, Simcoe Hall, room 214, from 5:30 to 8:00 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 2009-10 material:

- 2010-11 College of Electors Photo Sheet
- 2010-11 Membership List (Please review your address and inform me of any errors or omissions.)
- Governing Council Meeting Dates 2010-2011
- Organization Chart of the Governing Council, 2010-2011
- Photo Sheet of the Members of the Governing Council, 2010-2011
- Governing Council Members' Terms, 2010-2011
- Biographies of 2010-11 Members of the Governing Council

Biographies of 2010-11 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) or phone (416-978-8794).

(b) 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.

(b) 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.

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