**FACULTY ASSOCIATES, INC.**

EIN: 59-3518156

**MEMORANDUM**

DATE: November 15, 2016

TO: All Full-time Tenured, Tenure Track, & Clinical Track Faculty

FROM: Jean M. Sweitzer, Secretary/Treasurer

SUBJECT: ANNUAL GENERAL MEETING OF FACULTY ASSOCIATES, INC.

 *December 1, 2016, 12:30 p.m., Room D3-3*

All full-time tenured, tenure track and clinical track faculty of the College of Dentistry are members of Faculty Associates, Inc. Per corporation documents, Faculty Associates, Inc. must hold an annual general meeting of the general membership of the corporation. This annual meeting has been scheduled for **12:30 p.m., December 1, 2016, in room D3-3**. In order to have an official meeting, a quorum of membership must be present in person or by proxy. Attached is the agenda for the annual meeting, Board of Directors & Officer listing, membership list of Faculty Associates, Inc., 2015-2016 audited financial statement of the corporation, audit committee charter and a proxy designate form if you will not be attending. The articles of incorporation are also attached. If you do not plan to attend the meeting, please complete the proxy designation and return it to me **by noon on Wednesday, November 30, 2016**.

If you have a topic or issue which you would like to discuss at the annual meeting, please send me an email at jsweitzer@dental.ufl.edu and we will include it in the new discussion items.

We hope to see you at the annual meeting.

Enclosures