

23rd August 2006

Dear Member,

RE: UKUUG Annual General Meeting

We hope that you will be able to attend this year's UKUUG AGM which will be held at 6.15pm on Thursday, 28th September at:

**University College London
Cruciform Building (Lecture Theatre 2)
Gower Street
London, WC1E 6AE**

This past year has been very successful for UKUUG with some very well attended events, an improving Newsletter, and an influx of new members. It is important that this momentum is maintained for the future.

The present Council of Management are:

Ray Miller	until AGM 2007 - Director, Council Chairman
Roger Whittaker	until AGM 2006*
Sam Smith	until AGM 2008 - Director, Treasurer
Alain Williams	until AGM 2008
Mike Banahan	until AGM 2007
John Collins	until AGM 2008

*Roger Whittaker, having served two terms of three years, is standing down from Council at this AGM.

Dean Wilson was elected to Council at the AGM last year but due to unexpected circumstances resigned on 2nd June 2006.

Council is limited to eight members; with Roger Whittaker standing down at this AGM, there will be **three** vacancies on Council. As ever, we are looking for members to help with the running of UKUUG. Please consider standing for one of the vacant positions on Council if you can contribute time and expertise to help with the running of the organisation.

Council meetings are held approximately eight times per year. Half of these are usually conducted as phone-conferences with the remainder being face-to-face meetings generally held in London.

While Council oversees the general management of the organisation, much of the day-to-day work can be devolved to a working group. If you do not have enough time to take up a position on Council, you might still consider participating in one or more of the following working groups: Website and Documentation; Newsletter; Events; Winter Conference; Linux Conference; Schools; Commercial Liaison; Academic Liaison; Regional Groups; Press and Publicity.

If you would like to find out more about Council activities and the UKUUG working groups, Ray Miller or myself would be delighted to discuss this with you. Please contact the UKUUG Secretariat (see details above) in the first instance.

Please find enclosed your AGM Agenda and related paperwork.

The AGM Agenda, Proxy Form, Nomination Form and Working Group interest form can also be found on the UKUUG web site, <http://www.ukuug.org/events/agm2006/>.

We look forward to seeing you at the AGM.

Yours sincerely,

**Jane Morrison
Company Secretary**

UKUUG Limited

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the fifteenth Annual General Meeting of UKUUG Limited will be held at University College London, Cruciform Building (Lecture Theatre 2), Gower Street, London WC1E 6AE on Thursday, 28th September 2006 at 6.15 p.m. for the following purposes:

1. To approve the minutes of the fourteenth Annual General meeting held on 22nd September 2005.
2. To receive the Council's Report, Treasurer's Report and the accounts of the Company for the year ended 31st December 2005, together with the reports thereon of the Auditors.
3. To re-appoint the Auditors, Critchleys, Greyfriars Court, Paradise Square, Oxford OX11 until the conclusion of the next general meeting of the Company at which accounts are laid before the members, and to authorise the Council to determine their remuneration.
4. To consider elections to Council from the Nominations received.
5. To transact any other business.

Dated: 23rd August 2006

BY ORDER OF THE BOARD:

Jane Morrison
Company Secretary, UKUUG Ltd.

A member entitled to attend and vote at the meeting is entitled to appoint another member of the Company as proxy to attend and vote on a poll in his or her place. A form of proxy is attached and must be lodged at the Company's registered office at least **48 hours** before the meeting.

FORM OF PROXY

I,

of , a member of UKUUG Limited

(hereinafter called "the Company") and entitled to one vote, hereby appoint:

.....

of

another member of the Company, and failing him/her

.....

of

another member of the Company to vote for me and on my behalf at the Annual General Meeting of the Company to be held on 28th September 2006 and at any adjournment thereof.

As witness my hand this 2006

Signed:

Please return this form to:

UKUUG Secretariat
PO BOX 37
Buntingford
Herts SG9 9UQ

COUNCIL NOMINATION FORM

(Those wishing to stand for UKUUG Council should have been a member for more than one year. In addition to completing the Nomination form below, candidates should include a biography and an outline of what they would bring to Council).

I,

of

wish to nominate:

.....

of

to stand as Council member of UKUUG Limited:

_____ Signature

I accept the above nomination

_____ Signature

_____ Name (print)

Dated: _____

PLEASE RETURN THIS FORM BY MONDAY, 18th SEPTEMBER 2006

Please return this form to:

UKUUG Secretariat
PO Box 37
Buntingford
Herts SG9 9UQ

UKUUG WORKING GROUPS - INTEREST FORM

Name: _____ (PLEASE PRINT)

Tel: _____

Email Address: _____

I am interested in the following Working Group(s):

- | | | |
|---------------------------|--------------------------|--------------------|
| Website and Documentation | <input type="checkbox"/> | <i>please tick</i> |
| Newsletter | <input type="checkbox"/> | <i>please tick</i> |
| Events | <input type="checkbox"/> | <i>please tick</i> |
| Winter Conference | <input type="checkbox"/> | <i>please tick</i> |
| Linux Conference | <input type="checkbox"/> | <i>please tick</i> |
| Schools | <input type="checkbox"/> | <i>please tick</i> |
| Commercial Liaison | <input type="checkbox"/> | <i>please tick</i> |
| Academic Liaison | <input type="checkbox"/> | <i>please tick</i> |
| Regional Groups | <input type="checkbox"/> | <i>please tick</i> |
| Press and Publicity | <input type="checkbox"/> | <i>please tick</i> |

Please return this form to:

UKUUG Secretariat
PO Box 37
Buntingford
Herts SG9 9UQ

Registered Office: The Manor House, Buntingford, Herts SG9 9AB

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