

20th August 2007

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 Wednesday 26th, 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:	Alain Williams	until AGM 2008 – Director, Chairman
	Sam Smith	until AGM 2008 - Director, Treasurer
	Mike Banahan	until AGM 2007*
	John Collins	until AGM 2008
	Howard Thomson	until AGM 2009
	John Pinner	until AGM 2009
	Phil Hands	until AGM 2009

*Mike Banahan, having served one term of three years, is standing down from Council at this AGM, he is eligible and willing to be re-elected.

Ray Miller resigned from Council in December 2006.

Council is limited to eight members; there will be one new vacancy on Council. As ever, we are looking for members to help with the running of UKUUG. Please consider joining 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/Spring 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 Alain Williams 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/ags2007/>. This year the accounts (y/end 31st December 2006) can also be found on our website at: <http://www.ukuug.org/draft2006acs/> hard copies do not accompany this mailing (to save on paper and postage costs) but if you do require a hard copy to be sent via post then please contact the Secretariat.

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 sixteenth Annual General Meeting of UKUUG Limited will be held at University College London, Cruciform Building (Lecture Theatre 2), Gower Street, London WC1E 6AE on Wednesday, 26th September 2007 at 6.15 p.m. for the following purposes:

1. To approve the minutes of the fifteenth Annual General meeting held on 28th September 2006.
2. To receive the Council's Report, Treasurer's Report and the accounts of the Company for the year ended 31st December 2006, 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: 20th August 2007

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 26th September 2007 and at any adjournment thereof.

As witness my hand this 2007

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 FRIDAY, 14th SEPTEMBER 2007

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/Spring 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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