

[letterhead]

20th August 2004

Dear Member,

RE: UKUUG – Annual General Meeting, 23rd September 2004, 6.15 p.m.

We hope that you will be able to attend this year's **UKUUG AGM** which will be held on **Thursday, 23rd September at 6.15 p.m.** at **University College London, Cruciform Building (Lecture Theatre 2), Gower Street, London WC1E 6BT.**

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

The present Council of Management are:

<i>Charles Curran</i>	<i>until AGM 2004, Director</i>
<i>James Youngman</i>	<i>until AGM 2005 (second term), Treasurer, Director</i>
<i>Alasdair Kergon</i>	<i>until AGM 2005 (second term)</i>
<i>Roger Whittaker</i>	<i>until AGM 2006 (second term)</i>
<i>Sam Smith</i>	<i>until AGM 2005</i>
<i>Alain Williams</i>	<i>until AGM 2005</i>
<i>Ray Miller</i>	<i>co-opted in Feb 04, Council Chairman, Director</i>
<i>Mike Banahan</i>	<i>co-opted in July 04</i>

Charles Curran has served the maximum period of two terms and so retires completely from Council.

Co-opted members automatically stand down at the AGM. Both, Ray and Mike are willing to stand for election as full Council members.

Council is limited to eight members (increased from six to eight at the EGM in February 2004 mainly to allow for co-opting, where necessary); it is thus possible to elect up to three more Council members at this AGM.

As ever, we are looking for members to help UKUUG do its work; please consider participating in one or more of the **working groups**. Much of UKUUG's work is currently handled by Council or individuals but we, UKUUG, could be far more productive if we were to work together (in groups). If you are interested in co-operating thus, in, for example, work on **Events, the Newsletter, Membership, Commercial Liaison, Academic Liaison, Schools, Web-site and Documentation, Regional Groups, Publicity, or any other item**, we would like to hear from you.

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 your AGM Agenda enclosed. We shall look forward to seeing you.

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/>.

Yours sincerely,

Jane Morrison
Company Secretary

UKUUG Limited

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the thirteenth Annual General Meeting of UKUUG Limited will be held at University College London, Cruciform Building (Lecture Theatre 2), Gower Street, London WC1E 6BT on Thursday, 23rd September 2004 at 6.15 p.m. for the following purposes:

- 1. To approve the minutes of the twelfth Annual General meeting held on 25th September 2003.**

- 2. To receive the Council's Report, Treasurer's Report and the accounts of the Company for the year ended 31st December 2003, together with the reports thereon of the Auditors.**

- 3. To consider a change of Auditors, from WKH of Kneesworth Street, Royston, Herts to 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 2004

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 **23rd September 2004** and at any adjournment thereof.

As witness my hand this2004

Signed:

Name (printed):

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, 13th SEPTEMBER 2004

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):

Events	<i>please tick</i>
Newsletter	<i>please tick</i>
Membership	<i>please tick</i>
Commercial Liaison	<i>please tick</i>
Academic Liaison	<i>please tick</i>
Schools	<i>please tick</i>
Web-site & Documentation	<i>please tick</i>
Regional Groups	<i>please tick</i>
Publicity	<i>please tick</i>
Others	<i>please tick</i>

Please return this form to:

UKUUG Secretariat
PO Box 37
Buntingford
Herts SG9 9UQ

Alternatively, e-mail office @ ukuug.org.