

[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:

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

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