

Educational ECAD User Group (EEUG)

Annual General Meeting

Wednesday 4th September 2002

AGM Agenda

1. Apologies for absence
2. Introduction to the new committee and vote of thanks to the outgoing committee
3. Committee activities (October 2001 to September 2002)
4. Treasurer's report
5. Proposals for new committee members
6. Feedback on the workshop format and organisation
7. EEUG website feedback
8. Timetable of committee activities (October 2002 to September 2003)
9. Proposal for next workshop (September 2003)
10. EEUG membership
11. Review of EEUG constitution
12. Any other business

Apologies for absence

- Martin White (University of Sussex)
- Jon Travis (Sheffield Hallam University)

Introduction to the new committee and vote of thanks to the outgoing committee

New committee members:

Chair:	Ian Grout (University of Limerick, Ireland)
Vice-Chair:	Martin White (University of Sussex)
Secretary:	Alla Cordery (Oxford Brookes University)
Treasurer:	Richard Walters (University of North London)
Information Officer:	Geoff Lawday (Buckinghamshire Chilterns University College)
RAL Liaison Officer:	Jonathan Dell (The University of York)

Committee activities (October 2001 to September 2002)

25 th March 2002	Committee meeting (BCUC High Wycombe Campus), transfer of duties.
3 rd May 2002	Committee meeting & RAL Liaison meeting, (Coseners House, Abingdon).
May 2002	EEUG website updated.
July 2002	EEUG Newsletter.
3 rd July 2002	Workshop preparation meeting at BCUC (Chair + Treasurer).
19 th July 2002	Committee meeting and workshop preparation (BCUC).
3 rd September 2002	Committee meeting (BCUC).
3 rd -4 th September 2002	Annual Workshop (BCUC).

Treasurer's report

Richard Walters (Treasurer)

EEUG Account Balances

Reserve Balance: £1,584.81

Current Balance: £308.62

This year £1,050 has been transferred to the current account.

This primarily covered purchase of the EEUG laptop.

Income/ Expenses

2001 Workshop	£1,336.25	£1,642.55
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Website		£ 97.00
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Committee		£ 548.27
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PC		£ 698.99
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Total:	£1,336.25	£2,986.81
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Net:		£1,650.56
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Less PC:		£ 951.57
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Proposals for new committee members

- Currently vacancies for 3 elected members.
- Proposals for new members welcome from EEUG community.
- Martin White to step down as Vice Chair due to work commitments.

Proposal:

- Martin White to remain as an "*Elected Member*".
- To elect Dr Stephen Dickinson (Engineering Department, University of Lancaster, UK) as "*Vice Chair*" to the EEUG committee.
- To canvas EEUG community for committee member nominations.
- Will shortly require new "*Information Officer*" and "*RAL Liaison Officer*".

Feedback on the workshop format and organisation

- Workshop format modified to include demonstration/poster session alongside RAL roadshow.
- Feedback from workshop delegates and EEUG community required to see whether this format should be repeated next year:
 - Email any committee member and this will be discussed at next committee meeting.

EEUG website feedback

- Website updated in May 2002.
- Feedback on new look required and suggestions on potential improvements:
 - Email any committee member and this will be discussed at next committee meeting.

Timetable of committee activities (October 2002 to September 2003)

1. October 2002 –review of workshop – on website + other means: beginning of October.
2. January 2003 (beginning (proposed 10th)) – next committee meeting.
3. January 2003 (middle) – 1st call for contributions to next workshop. All calls for contributions in 2nd newsletter: contributions from community to be sought for inclusion.
4. April 2003 (beginning) – committee meeting.
5. April 2003 (end) –2nd call for contributions to next workshop and proposals for workshop 2004 theme and location (notify community at workshop).
6. June 2003 (middle) – Chair and treasurer to meet with local workshop organiser – feedback to committee prior to July. Distribution of EEUG newsletter.
7. July 2003 (beginning) – committee meeting at workshop location.
8. July 2003 (middle) – 3rd call for contributions to next workshop (if necessary).
9. September 2003 (beginning) – Autumn workshop and committee meeting.
10. General – promotion of EEUG
 - o Promote EEUG activities to colleagues in Higher Education and include additional members.
 - o Update membership information.

Proposal for next workshop (September 2003)

- Theme
 - Suggestions from EEUG community on theme for next year. Theme to be decided in January 2003 and 1st call for papers sent out via email.
 - Proposals to date:
 - “ECAD for Mechatronics teaching and research”*
 - “Advanced IC Design for Wireless Applications”*
- Venue?
- When? Early September 2003 (1st/2nd week).

EEUG membership

- Require to update membership list and to promote EEUG activities to colleagues not already involved: need to increase membership numbers.

Review of EEUG constitution

- Suggest a review of the EEUG constitution over the next year in light of changes in Higher Education.
 - Call to EEUG community to provide input to this.
 - Discussion document to be developed and sent out to EEUG community for debate.
 - Propose changes to constitution for consideration at next workshop.

Any other business