

Educational ECAD User Group (EEUG)

Annual General Meeting

Wednesday 8th September 2004

AGM Agenda

1. Apologies for absence.
2. Minutes of the last AGM (September 2003).
3. Matters arising.
4. Proposals for new committee members.
5. Committee activities (October 2003 to September 2004).
6. Treasurer's report.
7. Timetable of committee activities (October 2004 to September 2005).
8. IJEEE edition.
9. Proposal for next workshop (September 2004).
10. EEUG membership.
11. Broadening the scope of the EEUG activities.
12. Review of EEUG constitution.
13. Any other business.

1. Apologies for absence

- Erik Dagless.
- Peter Hicks.
- Geoff Lawday.

2. Minutes of the Last Meeting

- Minutes of last AGM.
- Items in minutes.
- Amendments to minutes.

3. Matters Arising

4. Proposals for new committee members

Current vacancies for:-

- Secretary.
- Information Officer.

Need for the following from March 2005:-

- Chair.
- Treasurer.

Need for the following from September 2005:-

- Vice-Chair.

5. Committee activities (October 2003 to September 2004)

January 2004	Committee meeting, London Metropolitan University
January 2004	Contact with LTSN Engineering about workshop organisation
January 2004	EEUG Newsletter
April 2004	Committee meeting, Cosener's House, Abingdon RAL Liaison meeting
May 2004	EEUG "Information" flyers distributed
June 2004	EEUG newsletter
August 2004	Committee meeting, Loughborough University
September 2004	Committee meeting, Loughborough University
September 2004	Annual workshop, Loughborough University
September 2004	EEUG AGM

6. Treasurer's report

Richard Walters (Treasurer)

Account Balances

- EEUG Current £961.50
- EEUG Deposit £1,368.77

6. Treasurer's report

Income in last year

• 2003 Workshop	£615.00
• 2004 Workshop	£450.00
• Interest	£ 1.01
• Total	£886.01

6. Treasurer's report

Expenses in last year

• Committee Expenses	£511.35
• Website	£114.00
• 2003 Workshop	£895.00
• 2004 Workshop	£349.32
• Total	£1,869.97

6. Treasurer's report

2003 Workshop Summary

- Income £2,025.00
- Expenses £1,225.30

6. Treasurer's report

2004 Workshop

- Expected Income £1,360.00
- Expenses £1,600.00(?)

7. Committee activities (October 2004 to September 2005)

The activities will depend on the availability of committee members

October 2004	Start planning Workshop 2005
January 2004	Committee meeting EEUG newsletter
April 2005	Committee meeting RAL Liaison meeting
June 2005	EEUG newsletter
July 2005	Committee meeting and workshop preparation
September 2005	Committee meeting Workshop EEUG AGM

8. IJEEE Edition

International Journal of Electrical Engineering Education (IJEEE)

- Ideas and innovations in the teaching of electrical engineering at University level.
- Special issue on Mechatronic systems.
- Expected November 2004 edition.

9. Proposal for next workshop (September 2005)

10. EEUG Membership

- Require to update membership list and to promote EEUG activities to colleagues not already involved: need to increase membership numbers.
- Membership list is being updated.
- Addresses and contact details being obtained and entered into Excel spreadsheet - currently held only by chair.
- Contact details already obtained - EEUG flyers sent out by post.
- Still require more details - in progress.

11. Broadening the scope of the EEUG activities

12. Review of EEUG constitution

- On-going action.

13. Any other business