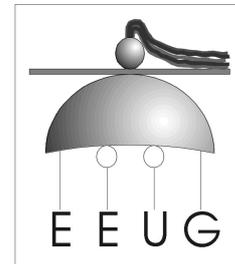**Educational ECAD User Group**

Annual General Meeting
Thursday 11th September 2003 at 2.00pm

Lancaster University, Lancaster, UK

Minutes

Those present

Committee members

Jonathan Dell, Stephen Dickinson, Robert Self, Ian Grout (meeting Chair), Richard Walters, Geoff Lawday.

In total, the AGM was attended by 14 persons.

The AGM was chaired by Ian Grout.

1. Apologies for absence

Alla Cordery (Oxford Brookes University).

2. Minutes of the last AGM (September 2002)

The minutes of the last meeting were included in the Workshop Proceedings. The minutes were accepted.

3. Matters arising

It was noted by the Chair that due to insufficient numbers, the AGM was not quorate. It was suggested and agreed that the AGM would proceed and that any decisions made would be put to the EEUG community via email for agreement/disagreement. The chair to email the EEUG community. Any disagreements would then need to be considered.

Action: IG

4. Vote of thanks to the outgoing committee members

Geoff Lawday (Information Officer) and Jonathan Dell (RAL Liaison Officer) are to step down at end of three-year terms, and Alla Cordery (Secretary) is to step down due to work commitments. A vote of thanks was recorded for their efforts and for hard work during their terms of office.

5. Proposals for new committee members

The current committee consists of

Chair:	Ian Grout (University of Limerick, Ireland)
Vice-Chair:	Stephen Dickinson (University of Lancaster)
Secretary:	VACANT POST
Treasurer:	Richard Walters (London Metropolitan University)
Information Officer:	VACANT POST
RAL Liaison Officer:	Robert Self (University of Essex)

A call was made for replacement committee members. No new members were nominated at the AGM.

6. Committee activities (October 2002 to September 2003)

The committee activities for the last year were presented:

8th January 2003	Committee meeting (Oxford Brookes University).
January 2003	Contact with LTSN Engineering established.
January 2003	EEUG Newsletter.
30th April 2003	Committee meeting & RAL Liaison meeting, (Coseners House, Abingdon).
June 2003	EEUG Questionnaire
June 2003	EEUG flyer and Workshop Call Flyer sent out
June 2003	EEUG Newsletter.
2nd July 2003	Committee meeting/workshop preparation (Lancaster University).
10th September 2002	Committee meeting (Lancaster University).
10th - 11th September 2002	Annual Workshop (Lancaster University).

Additional activities
- A start was made to update the membership list.
- A start on a review of the EEUG constitution was made.
- Discussions on updating the EEUG constitution were started.
- Suggestions for EEUG logo were made.

7. Treasurer's report

Richard Walters presented the treasurer's report.

The status of the accounts are as follows:

Current Account	£1446.47
Reserve Account	£1187.46
TOTAL	£2,633,93

Major expenses

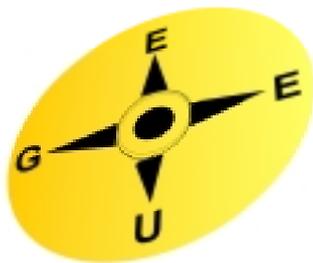|	
Committee meetings	£ 788.86
Workshop 2002	£1,525.52
Workshop 2003 (to date)	£ 330.00
Web Site	£ 102.00

Income to date

Workshop 2002	£2,400
Workshop 2003 (to date)	£ 860

The accounts were accepted.

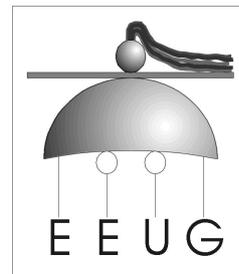## 8. Proposals for EEUG Logo

Three logos were suggested.

Logo 1   **Logo 2**   **Logo 3**

The above three potential logos were presented for use on all EEUG information and Letter Headers. Following a brief discussion a vote was taken and Logo 3 was chosen.

9. Feedback on EEUG questionnaire – ECAD questionnaire

Over the last year Ian Grout prepared a questionnaire for recording ECAD software usage throughout institutions within the UK. These were sent out via the email distribution list.

However, only a small number were returned and it was agreed that many more responses were needed in order that the ECAD software situation be better assessed. An additional call will send out.

Action: IG

10. Timetable of committee activities (October 2003 to September 2004)

October 2003	Update EEUG website. Call for completed questionnaires. Identify location for workshop 2004 - needs to be done ASAP. Call for contributions to next newsletter.
January 2004	Committee meeting January 2004 newsletter IJEEE paper deadlines
April	Committee meeting and RAL Liaison meeting Call for contributions to next newsletter
June 2004	June 2004 Newsletter
July 2004	Committee meeting and workshop preparation
September 2004	Committee meeting September 2004 workshop.

Miscellaneous items:
- EEUG constitution review
- Update membership list
- Workshop 2004 preparation
- Activities to increase membership.

11. IJEEE papers

Stephen Dickinson has been fortunate in obtaining the go ahead for a special issue of the International Journal of Electrical Engineering Education (IJEEE) with papers on the subject of Education on Mechatronic systems. The purpose of the IJEEE is to disseminate ideas and innovations in the teaching of electrical engineering at University level and topics range from: Lab experiments to trends in computer & IT, WWW, distance learning, Curriculum design & development, Validation and assessment, book reviews and conference reports.

Key dates noted were:

- Author submission deadline - Friday 16th January 2004
- Papers back from review - 19th March 2004
- Notes on submission format noted were

- Detailed instructions will be available on request.
- Ideally each paper to be 10 to 15 pages.
  - Ideally written in MS-Word.
  - For diagrams and figures
  - EPS for line diagrams
  - TIF for screen shots
  - Hard copies of all figures

12. Proposal for next workshop (September 2004)

The Theme for the next workshop was discussed. One theme was highlighted and this will be the theme for the next workshop:

Applying ECAD - hardware choices for teaching exercises

Calls to the EEUG membership via the newsletter were made. The theme was identified in June 2003 newsletter. This was suggested by Tim Forcer (University of Southampton) - thanks to Tim. We require host Institute for workshop - suggestions/volunteers welcome … The dates for workshop? – these need to be chosen as so not to clash with other workshops/conferences

13. 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 are being obtained and entered into Excel spreadsheet which is currently held only by Ian Grout. Contact details have now been obtained from existing EEUG members and those on whose details have been completed received the EEUG flyers sent out by post. Still more work is required and it is hoped that the task will be completed this year.

Richard Walters raised the point that a new law relating to the data protection act will require that the permission is obtained from each person to be held on such a data base. This is to be further investigated.

Action: IG, RW

14. Review of EEUG constitution

A review of the EEUG constitution was identified at the last AGM. Due to time constraints, the review has not yet been completed. In view of recent and future changes in higher education, Ian Grout made another call to the EEUG community to provide suggestions to changes that could

be made to the constitution. It was agreed that a discussion document will be developed and to be sent out to EEUG community for debate.

Action: IG

15.   Any other business

At the last committee meeting, it was suggested that the EEUG should purchase a "Pay as you Go" phone for use at the workshops. This would provide a means of emergency contact point for attendees. The phone would be held by the Treasurer. The proposal was accepted.

Action: RW

There was no other business. The AGM was closed.