

Educational ECAD
User Group (EEUG)



Annual General Meeting

Thursday 8th September 2005

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Cricket latest ...

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AGM Agenda

1. Apologies for absence
2. Minutes of the last AGM (Wednesday 8th September 2004)
3. Matters arising
4. Proposals for new committee members
5. Committee activities (October 2004 to September 2005)
6. Treasurer's report
7. Timetable of committee activities (October 2005 to September 2006)
8. IJEEE special edition
9. EEUG membership
10. Special Interests Group (SIG) proposal
11. Broadening the scope of the EEUG activities
12. Review of the EEUG constitution
13. Any other business
14. Next workshop (September 2006)

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1. Apologies for absence

- Jim Proudfoot

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2. Minutes of the Last AGM

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

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3. Matters Arising

- Attendance numbers.
- Past EEUG newsletters now on line - thanks to Jim Proudfoot for providing copies.

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4. Proposals for new committee members

New committee member

Dr Martin Burbidge, Lancaster University

- Secretary

Current vacancies for:-

- Chair
- Co-Chair
- Treasurer
- Information Officer

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5. Committee activities (October 2004 to September 2005)

January 2005	Committee meeting, Stratford Upon Avon
January 2005	EEUG Newsletter
April 2005	Committee meeting, Cosener's House, Abingdon
	RAL Liaison meeting
	SIG proposal
June 2005	EEUG newsletter
	Committee meeting, University of Essex
September 2005	Committee meeting, University of Essex
September 2004	Annual workshop, University of Essex
September 2005	EEUG AGM
September 2005	SIG project "kick-off" meeting

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6. Treasurer's report

Richard Walters (Treasurer)

Account Balances

- EEUG Current £ 582.25
 - EEUG Deposit £ 770.05
 - £1,351.73
- As at 6/9/05

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6. Treasurer's report

Income in last year

Delegates: 2004 Workshop	£590
Delegates: 2005 Workshop	£360
Interest	£ 0.93
Total	£950.93

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6. Treasurer's report

Expenses in last year

2004 Workshop	£1,077.83
2005 Workshop	£ 682.50
Website	£ 114.00
Committee	£ 234.92
Total	£2,109.25

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6. Treasurer's report

2004 Workshop Summary

2004 Workshop Costs	£1,427.15
2004 Workshop Delegates	£1,220.00
Total	£ -207.15

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6. Treasurer's report

2005 Workshop

2005 Workshop Costs (Est)	£ 736.00
	+wine
2005 Workshop Delegates	£1,100.00
Total	£ 364.00
	-wine

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7. Committee activities (October 2005 to September 2006)

The activities will depend on the availability of committee members

On-going activity	SIG project
October 2005	Start planning Workshop 2006 Call for contributions to January 2006 newsletter
January 2006	Committee meeting EEUG newsletter
April 2006	Committee meeting RAL Liaison meeting Call for contributions to June 2006 newsletter
June 2006	EEUG newsletter
July 2006	Committee meeting and workshop preparation
September 2006	Committee meeting Workshop 2006 EEUG AGM SIG project progress report

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8. IJEEE special 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.
- October 2004



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9. 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 still in process of being updated.
- Addresses and contact details being obtained and entered into Excel spreadsheet - currently held only by chair.
- Still require more details - in progress.

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10. Special Interests Group (SIG) proposal

- Item as presented in SIG project “kick-off” meeting.

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11. Broadening the scope of the EEUG activities

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12. Review of EEUG constitution

- On-going action.

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13. Any other business

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14. Next workshop (September 2006)

- Require suggestions for:
 - Theme
 - Location