



UKUUG Ltd
% The University of Edinburgh
Argyle House
3 Lady Lawson Street
Edinburgh EH3 9DR
Email: office@flossuk.org
Web site: www.flossuk.org

21st November 2017

Dear Member,

RE: UKUUG Ltd. Annual General Meeting

We hope that you will be able to attend this year's UKUUG AGM which will be held at 6.30 pm on Wednesday 13th December 2017 at:

The Principal York, Station Road, York YO24 1AA

In the last 12 months we have organised some well attended events and have gained some new members. It is important that this momentum is maintained for the future.

The present Council of Management are:

Mark Keating	until AGM 2018 - Director, Chairman
Kenneth MacDonald	until AGM 2018 - Secretary
Quentin Wright	until AGM 2018 - Director, Treasurer
Gavin Atkinson	until AGM 2019
Barry O'Rourke	until AGM 2019

Tim Fletcher stood down from Council in 2016 and was co-opted to Council again in February 2017. Tim is eligible to stand for a full Council place at this AGM.

We are therefore looking to fill 3 vacant places.

Council is limited to eight members. As ever, we are looking for members to help with the running of UKUUG Ltd. Please consider joining Council if you can contribute time and expertise to help with the running of the organisation.

Council meetings are held monthly. Eight of these are usually conducted as Google Hangouts with the remainder being face-to-face meetings generally held in York or Manchester.

If you would like to find out more about Council activities Mark Keating or myself would be delighted to discuss this with you. Please contact the Secretariat (see details above) in the first instance.

Please find enclosed your AGM Agenda and related paperwork. The AGM Agenda, Proxy Form, and Nomination Form can also be found on the web site at <https://www.flossuk.org/membership/report-downloads>.

The accounts (year ending 31st December 2016) have been put on the website above. If you do require a hard copy of the accounts to be sent via post then please contact the Secretariat.

We look forward to seeing you at the AGM.

Yours sincerely,

Kenneth MacDonald
Company Secretary

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UKUUG Limited

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN THAT the twenty sixth Annual General Meeting of UKUUG Limited will be held at **The Principal York, Station Road, York YO24 1AA** on Wednesday, 13th December 2017 at 6.30 p.m. for the following purposes:

1. To approve the minutes of the twenty fifth Annual General meeting held on 21st September 2016. (see: <https://www.flossuk.org/membership/report-downloads>)
2. To receive the Council's Report, Treasurer's Report and the accounts of the Company for the year ended 31st December 2016, together with the reports thereon of the Auditors.
3. To appoint the Auditors, Michael Harwood & Co, Greville House, 10 Jury Street, Warwick CV34 4EW until the conclusion of the next general meeting of the Company at which the accounts are laid before the members, and to authorise the Council to determine their remuneration.
4. To consider elections to Council from the Nominations received.

Dated: 21st November 2017

BY ORDER OF THE BOARD:



Kenneth MacDonald
Company Secretary, UKUUG Ltd.



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A member entitled to attend and vote at the meeting is entitled to appoint another member of the Company as proxy to attend and vote on a poll in his or her place. A form of proxy is attached and must be lodged at the Company's registered office at least **48 hours** before the meeting.

FORM OF PROXY

I,

of, a member of UKUUG Limited

(hereinafter called "the Company") and entitled to one vote, hereby appoint:

.....

of

another member of the Company, and failing him/her

.....

of

another member of the Company to vote for me and on my behalf at the Annual General Meeting of the Company to be held on 13th December 2017 and at any adjournment thereof.

As witness my hand this 2017

Signed:

Please return this form to: UKUUG Secretariat, at the above address.



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COUNCIL NOMINATION FORM

(Those wishing to stand for UKUUG Council should have been a member for more than one year. In addition to completing the Nomination form below, candidates should include a biography and an outline of what they would bring to Council).

I,

of

wish to nominate:

.....

of

to stand as Council member of UKUUG Limited:

_____ Signature

I accept the above nomination

_____ Signature

_____ Name (print)

Dated: _____

PLEASE RETURN THIS FORM BY Monday, 11th DECEMBER 2017

Please return this form to: UKUUG Secretariat at the above address.