**COMPANY NUMBER:** 09349804

**CHARITY NUMBER:** 1161218

**UNIVERSITIES AND COLLEGES INFORMATION SYSTEMS ASSOCIATION LIMITED (**the **“Company”)**

**ANNUAL GENERAL MEETING**

**AGENDA** for the ninth Annual General Meeting (the **'Meeting'**) of the Company, and the 31st Annual General Meeting of the association, to be held at 12:00 noon on Thursday 13th June 2024 online via MS Teams.

**1. Chair’s welcome and apologies**

**2. Ordinary Resolutions**

To consider and, if thought fit, approve the following resolutions, to be proposed as ordinary resolutions of the Company:

1. To approve the minutes of the 2023 Annual General Meeting of the Company held on 8th June 2023.
2. To receive and adopt the annual report of the Trustees and the accounts of the Company for the financial year ended 31 December 2023.
3. To re-appoint Critchleys the auditors of the Company to hold office from the conclusion of this meeting until the conclusion of the next general meeting of the Company at which audited accounts are laid, and to authorise the directors to fix their remuneration.
4. To consider and, if thought fit, appoint the following honorary officers (each of whom has consented to act) to stand as honorary officers of the Company from the close of this meeting for a term of two years in accordance with its Articles of Association, or as otherwise specified in any future amendments made to the Articles which are approved by the members of the Company:

* Sarah Cockrill, as Treasurer of the Company  
  *Proposed by Dean Phillips, University of Aberdeen*

*Seconded by Nathalie Czechowski, University of South Wales*

* Matthew Flower, as Secretary of the Company  
  *Proposed by Sarah Cockrill, Canterbury Christ Church University*

*Seconded by James Crooks, Durham University*

1. To elect two Elected Member to serve on the Board of Trustees. Nominations for the two positions are as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominee** | **Member institution** | **Proposer** | **Seconder** |
| Karen Bates | London Business School | Paul Butler, University of Greenwich | Vipin Ahlawat, Loughborough University |
| Nick Gilbert | London School of Economics and Political Science | Paul Butler, University of Greenwich | James Smith, Birkbeck University of London |
| Rupa Dey | Queen Mary University of London | Nick Leake, King’s College London | Andy Smith, University College London |
| Mark Johnston | University of Glasgow | James Smith, Birkbeck University of London | Karen Bates, London Business School |
| Nathalie Czechowski | University of South Wales | Rachael Johnson, Bath Spa University | Sarah Cockrill, Canterbury Christ Church University |
| Iain McCracken | University of Sussex | Jason Oliver, University of Sussex | Sarah Cockrill, Canterbury Christ Church University |

1. In accordance with the Articles of Association of the Company:

To accept the nominations of the Special Interest Group Committees and appoint the Chairs of the Special Interest Groups of the Charity as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| **Group** | **Chair** | **Proposer** | **Seconder** |
| **Business Relationship Management (BRM)** | Richard Manley, University of the West of England (Inaugural chair) | Matthew Flower, University of Wolverhampton | Karen Bates, London Business School |
| **Business Technology Standard (BTS CoP)** | John Butterworth, King’s College London | Nick Leake,  King’s College London | Krish Pilicudale, University of Huddersfield |
| **Corporate Information Systems Group (CISG)** | James Smith,  Birkbeck, University of London | Ian Maitland, Leeds Beckett University | Martin Rodenby, Nottingham Trent University |
| **CISG sub-group**  **Web Services Group (WSG)** | Claire Gibbons Leeds Trinity University (Inaugural Chair) | James Smith, Birkbeck University of London | Nick Gilbert,  London School of Economics and Political Science |
| **Digital Capabilities Group (DCG)** | Annette Webb,  York St John University | Samantha Clarkson, University of Hertfordshire | Alison Waters, Cranfield University |
| **Digital Education Group**  **(DEG)** | Richard Goodman,  Loughborough University | Farzana Latif,  University of Leeds | Julie Voce, City,  University of London |
| **Digital Infrastructure Group (DIG)** | Jim Florence,  Robert Gordon University | David Graham, Edinburgh University | Jim McKeee, Stirling University |
| **Enterprise Architecture (EA)** | *Joint Chair:* Russell Boyatt,  University of Warwick | Rosie Coffey,  University College Cork | Lex Wilkinson,  Sheffield Hallam University |
| *Joint Chair:* Rosie Coffey  University College Cork | Lex Wilkinson, Sheffield Hallam University | Russell Boyatt, Warwick University |
| **Enterprise Service Management (Inaugural Chair) Inaugural COP** | Iain McCracken University of Sussex | Emma Woodcock, York St John University | James Crooks, Durham University |
| **HEWIT**  **Higher Education Wales Information Technology** | Simone Barbaresi,  Bangor University  (Inaugural Chair) | Nathalie Czechowski, University of South Wales | Mark Johnston, University of Glasgow |
| **Higher Education Information Directors Scotland (HEIDS)** | Claire Taylor,  Napier University | Brian Henderson, University of Aberdeen | Kris Gretchell,  Fife College |
| **Immigration Administration Community of Practice –**  **(IA CoP)** | *Joint Chair:* Ross Porter London Business School | Alex Lock, Anglia Ruskin University | Bethan Ovens, London School of Economics |
| *Joint Chair:* Alex Lock Anglia Ruskin University | Ross Porter, London Business School | Maria Wylie, University of Cambridge |
| **UCISA London Group** | Trevor Baxter,  King’s College London | Marion Roseburg Birkbeck, University of London | Okan Kibsroglu Imperial College London |
| **Midlands Group** | Alex Goffe,   University of Manchester | Mathew Carter-rix, University of Wolverhampton | Christopher McEvoy, Keele University |
| **Project and Change Management Group (PCMG)** | Simon Baker, Birmingham City University | Sally Jorjani,  University of Stirling | Marguerite McEnery, University of Limerick |
| **Security group (SG)** | David Thornley,  Sheffield Hallam University | Pri Alagoda, Nottingham Trent University | Bruce Rodger, University of Strathclyde |
| **Procurement Group (PG)** | Rob Moore,  Leeds Beckett University | Mel Gomes,  Royal Holloway | Mark Allinson,  Edge Hill University |
| **Support Services Group (SSG)** | *Joint Chair*: Andy Scott,  Durham University | Henrik Brogger, Queen Mary University of London | Lisa McDonald,  University of Edinburgh |
| *Joint Chair*: Jo Mortimer,  University of Reading | Iain Cameron, University of Aberdeen | Henrik Brogger, Queen Mary University of London |
| **Sustainability Group – (SG)** | Henrik Brogger, University of Reading | Andrew Meikle, University of Lancaster | Michael Shaw, Southampton University |
| **Women in Tech (WiT)** | Christi Hopkinson, University of the West of England | Tatiana Hepplewhite, Leeds Beckett University | Katie Wilde,  Aberdeen University |
| **User Experience Community of Practice (UX CoP)** | *Joint Chair*: Emma Horrell,  University of Edinburgh | Sonia Virdi,  University of Edinburgh | David Goddard, University College London |
| *Joint Chair*: Joseph Talbot    University of Oxford | Sonia Virdi,  University of Edinburgh | David Goddard, University College London |

1. To receive the Treasurer’s Commentary on the financial year ended 31 December 2023, summary Budget for the current year ending 31 December 2024 and summary budget for financial year ending 31 December 2025.
2. To approve the increase in subscription fee by 5% for 2025.   
     
   *Explanatory Note:  
   The following table sets how each institution’s band is determined together with the current 2024 subscription fee. The fourth column of the table shows what the 2025 subscriptions will be if the resolution is approved.*

|  |  |  |  |
| --- | --- | --- | --- |
| Band Type | Size as reported to HESA | **2024 Subscription fees**  **(ex VAT)** | **2025 Subscriptions with 5% uplift**  **(ex VAT)** |
| Band 1 | Small and specialist institutions | £868.00 | £912.00 |
| **Band 2** | Less than 10,000 students reported to HESA in **22/23 year** | £2,169.00 | £2,277.00 |
| **Band 3** | 10,001 to 20,000 students reported to HESA in **22/23 year** | £3,037.00 | £3,189.00 |
| **Band 4** | 20,001 to 30,000 students reported to HESA in **22/23 year** | £3,470.00 | £3,644.00 |
| **Band 5** | More than 30,001 students reported to HESA in **22/23 year** | £3,967.00 | £4,165.00 |

1. **Any other business**
2. **Chair’s closing remarks**