



**Ucisa**

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**COMPANY NUMBER:** 09349804

**CHARITY NUMBER:** 1161218

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

**Notice of annual general meeting**

Notice is given that an annual general meeting (the '**Meeting**') of the Company will be held on Thursday, 28 March 2019 at 12.00 in the Lomond Suite, EICC, The Exchange, Edinburgh EH3 8EE for the following purposes:

**Ordinary Resolutions**

1. To approve the minutes of the 2018 Annual General Meeting of the Company held on 8 March 2018.
2. To receive and adopt the annual report of the Trustees and the accounts of the Company for the financial year ended 31 December 2018.
3. To re-appoint Wenn Townsend 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 note the resignations of David Telford and Peter O'Rourke as Trustees and Directors of the Company.
5. 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:
  - a. Drew Cook as Honorary Chair of the Company
  - b. Adrian Ellison as Honorary Vice-Chair of the Company
  - c. Dean Phillips as Honorary Treasurer of the Company

d. Paul Butler as Honorary Secretary of the Company

6. To elect two Elected Members to serve in place of Messrs Telford and O'Rourke.

*The nominees proposed for election to the role of Elected Trustee receiving the most votes from the members entitled to vote and attending, whether in person or by proxy, this Annual General Meeting, shall be elected unless otherwise disqualified from standing by the Constitution or Articles of the Charity.*

Nominations for the two positions are as follows:

<b>Nominee</b>	<b>Member institution</b>	<b>Proposer</b>	<b>Secunder</b>
Liz Bailey	University of Leicester	Daniel Lawrence	Vipin Ahlawat
Garod Barker	Richmond upon Thames College	Franco Noto	Darren Tysoe
Arthur Clune	University of York	Nick Leake	Matthew Flower
Paul Harness	Lancaster University	Mike Cope	Heidi Fraser-Krauss
Darren Tysoe	Regent's University	Paula Vickers	Helen Hammond
Claire Priestley	City University of London	Stuart Brown	Laura Dawson

7. To approve the increase in subscription fees by 12.5% for 2020.

*This represents a modest increase on subscription fees which have been held constant since 2009. In real terms, based on annual inflation figures from the ONS, over the last 10 years the value of subscription income for UCISA has fallen by some 45%, which is unsustainable.*

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

- a. To appoint the Chairs of the Special Interest Groups of the Charity as follows:
- Corporate Information Systems Group (CISG) – Gareth McAleese
  - Leadership Conference Committee (LCC)– Sally Bogg
  - Project and Change Management Group (PCMG) – Sarah Cockrill and Sally Jorjani
  - Support Services Group (SSG) – Alistair Reid-Pearson

- b. To receive the Treasurer's Report for the financial year ended 31 December 2018 and the summary Budget for the current year ending 31 December 2019.

By order of the board



Dean Phillips, Director

Registered office: 13 Banbury Road, Oxford, OX2 6NN

8 March 2019

**Notes:**

1. A member of the Company is entitled to appoint another person as his proxy to exercise all or any of his rights to attend and to speak and vote at the meeting.
2. A form of proxy is enclosed. To be effective, the proxy form or other instrument appointing a proxy must be completed and signed and delivered to the registered office of the Company or delivered by electronic communication as specified below not later than 48 hours before the time for holding the meeting. Any power of attorney or any other authority under which the instrument appointing a proxy is signed (or a duly certified copy of such power or authority) must be included.
3. Where the member is not an individual person, a statement by the person submitting the proxy form of their authority to appoint a proxy must also be included.
4. Appointing a proxy does not preclude a member from attending and voting at the meeting in person.
5. To deliver an appointment of a proxy by electronic communication, scan the duly signed instrument appointing a proxy and any supporting documents in a .pdf, .jpg or .tiff format (so that the documents are legible and the signature is clearly visible) and send to the email address for delivery of proxies specified below. Any document or information relating to proxies for the meeting or otherwise relating to proceedings at the meeting may be sent by email to that address (but not to any other address or number for electronic communications mentioned in this document or any document accompanying it) provided that it is received no less than 24 hours before the meeting, but any electronic address or number provided in this notice or in any related document (including the proxy form) may not be used to communicate with the Company for any purposes other than as expressly stated.
6. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at his discretion. Your proxy will vote (or abstain from voting) as he thinks fit in relation to any other matter which is put before the meeting or any adjournment thereof.
7. Any appointment under a proxy notice may be revoked by delivering a notice to the Charity by the member who gave the proxy notice to the email or postal address below or by hand at the meeting. Such notice will only be effective if received by the Charity prior to the start of the meeting.

**Email address for the delivery of proxy forms:** [execsec@ucisa.ac.uk](mailto:execsec@ucisa.ac.uk)

**Postal address for the delivery of proxy forms:** 13 Banbury Road, Oxford, OX2 6NN

For the attention of: Nina Robinson