

# **UK AVS+UNIRAS User Group**

## ***AGM Minutes***

**3<sup>rd</sup> November 2003**

### **1. Minutes of the last AGM (Minutes of 5<sup>th</sup> November 2002)**

These were moved for approval by ? and seconded by ?.

### **2. Matters arising from the previous minutes**

The following are corrections to the AGM Minutes dated 5<sup>th</sup> November 2002:

- Section 5 – should be headed Elections to the UAUUG Committee for 2002-2003
- Section 7 – date should be 3<sup>rd</sup> and 4<sup>th</sup> November 2003.

### **3. Chairman's Report**

John Blair-Fish presented his report, reproduced below.

This annual meeting is an experiment in moving the venue close to the majority of AVS' customers and getting the company to organise the first day. A survey conducted of past UAUUG meeting attendees did not provide a clear indication of what sort of meeting would draw them back.

In addition to the Annual conference we ran one Workshop on the Gsharp cookbook in April. There was also a proposed workshop on AVS/Express but the committee did not have time to organise it.

Malcolm Austen steps down from the committee at this AGM after many years of service to the Uniras and AVS communities and after the last few years has done a good job in keeping the website up to date. I see the website as the top priority of the user group to provide documentation, training material, and information and papers from past events.

Margaret who has acted as local organiser for this conference also retires from the committee and her job at Reading. Sam Baxter has volunteered to take her place.

Thanks to Malcolm and Margaret. Also thanks to the rest of the committee – Mary as Secretary, Arline as Treasurer, Paul Lever, Paul Hatton, Tobias Schiebeck and Maeveen Carville. Thanks also to Peter for keeping us up-to-date on company activities, helping us to market ourselves, and organising the first day of the conference.

#### **4. Treasurer's Report**

This report was prepared and presented by Arline Wilson and is for the financial year 1<sup>st</sup> April 2002-31<sup>st</sup> March 2003.

Capital on deposit at the bank at 31/3/03 was £9,954.21 compared with £12,792.42 at 31/3/02.

A total income of £171.72 was received from interest on bank deposits.

A UNIRAS account was closed and the balance of £1.71 was deposited in our current account.

A workshop was held in March 2002, of which payments did not go through until after the year end. The cost for lunches and booking the room was £512.75, and the income from those attending to pay for the lunches was £360.00, making a loss of overall of £152.75.

£2000 was spent on employing a summer student in the summer of 2002.

£491.32 was spent on committee expenses.

The 2002 conference made a loss of £1,022.24. The loss would have been greater but we did not have to pay VAT on the full amount which reduced our expenses.

The existing accumulated capital remains sufficient to fund current activities; there will therefore continue to be no charge for membership of the user group. However, the committee continues to reserve the right to resume charging a subscription fee at some time in the future, should this become necessary.

#### **5. Elections to the UAUUG Executive Committee for 2003-2004**

Margaret Oliver and Malcolm Austen are standing down.

Sam Baxter will be taking over from Margaret Oliver.

The current committee consists of:

- John Blair-Fish, University of Edinburgh (Chairman)
- Mary McDerby, Manchester Visualization Centre (Secretary)
- Arline Wilson, Wolverhampton University (Treasurer)
- Maeveen Carville, Queen's University, Belfast
- Sam Baxter, University of Reading
- Paul Hatton, University of Birmingham
- Paul Lever, Manchester Visualization Centre

Ex Officio

- John Stringer, AVS UK Ltd
- Peter Kelly, AVS UK Ltd
- Tobias Schiebeck, International AVS Centre

John Stringer is self-employed as an AVS Consultant. It is thought since he is not an AVS employee and he is the Gsharp expert, he should be on the committee and not Ex-Officio. John Blair-Fish is to contact John Stringer regarding this matter.

**Action: JBF**

Paul Hatton is prepared to take over Malcolm Austen's role as website manager. Paul and Malcolm to arrange this between themselves.

## **6. AOB**

A Workshop on Usability and Data Import is being arranged for the beginning of April 2004.

A discussion was held on the next AGM being held at Reading in 2004. John Blair Fish asked how long could we leave the booking for 2004. Margaret Oliver reported that there is no problem. It was thought that the need to move the conference around and have it near an AVS customer base is important especially if we want the same format of conference as this year. Peter Kelly reported that it may change again next year. There was much discussion on a format, there is to be a brainstorming exercise at the next committee meeting in March 2004.

## **7. Date of Next Meeting**

The meeting agreed will be held at Easthampstead Park Conference Centre in Reading. Sam Baxter will be the local organiser, and the dates will be 1<sup>st</sup> and 2<sup>nd</sup> November 2004. The next AGM will be held at the User Group Annual Meeting, Reading, 2004.

*Mary McDerby*  
*UAUUG Secretary*  
*15<sup>th</sup> January 2004*