

**COMPANY NUMBER:** 09349804

**CHARITY NUMBER:** 1161218

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

**NOTICE** is hereby given of the seventh Annual General Meeting (the **'Meeting'**) of the Company, and the 29th Annual General Meeting of the association, to be held at 12:00 noon on Thursday 16th June 2022 online via MS Teams for the following purposes:

**1.** To receive **Chair’s welcome and apologies received**

**2.** 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 2021 Annual General Meeting of the Company held on 10th June 2021.
2. To receive and adopt the annual report of the Trustees and the accounts of the Company for the financial year ended 31 December 2021.
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 resignation of Mr. Paul Harness as Deputy Chair and Director of the Company, having ceased employment with a member institution.
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:
* Emma Woodcock, as Deputy Chair of the Company
*Proposed by Vipin Ahlawat, Loughborough University. Seconded by Stephen Dobson, York St John University*
* Sarah Cockrill as Treasurer of the Company *proposed by Nathalie Czechowski, University of South Wales. Seconded by Stephen Booth, Coventry University*
* Matthew Flower, as Secretary of the Company *proposed by Jim Florence,* *Robert Gordon University, Aberdeen*. *Seconded by Trevor Baxter, King’s College London*
1. To elect up to two Elected Members to serve on the Board of Trustees.

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, at 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:

|  |  |  |  |
| --- | --- | --- | --- |
| **Nominee** | **Member institution** | **Proposer** | **Seconder** |
| Vipin Ahlawat | Loughborough University | Dan LawrenceUniversity of Liverpool | Matthew Flower,University of Wolverhampton |
| Karen Bates | London Business School | Mark Bramwell,University of Oxford | Jon Ward,University of Portsmouth |
| James Crooks | University of Central Lancashire | Bella AbramsUniversity of Sheffield | Stuart BrownUniversity of Reading |
| Nathalie Czechowski | University of South Wales | Sarah CockrillCanterbury Christ Church University | Dean Phillips,University of Aberdeen |
| Nick Gilbert | University of Surrey | Paul Butler, University of Greenwich | David Conway,University of Sunderland |
| Gareth McAleese | Ulster University | Paul ButlerUniversity of Greenwich | David TelfordUniversity of Stirling |
| Sammy Massiah | University of Northampton | Adrian EllisonUniversity of West London | Dean PhillipsUniversity of Aberdeen |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Group** | **Chair** | **Proposer** | **Seconder** |
| **Corporate Information Systems Group (CISG)** | James Smith, Birkbeck, University of London | Paddy Daly,Robert Gordon University | James Blair, University of Stirling |
| **Digital Capabilities Group (DCG)** | Annette Webb, York St John | Emma Woodcock, York St John University | Elaine Swift, University of Worcester |
| **Digital Education Group****(DEG)** | Richard Goodman, Loughborough University | Farzana Latif, University of Sheffield | Julie Voce, City, University of London |
| **Digital Infrastructure Group (DIG)** | Jim Florence, Robert Gordon University | Matthew Flower, University of Wolverhampton | Mehmet BatmazUniversity of Greenwich |
| **Enterprise Architecture (EA)** | *Joint Chair:* Lex Wilkinson, Sheffield Hallam University | Rosie Coffey, University College Cork | Russell Boyatt, Warwick University |
| *Joint Chair:* Rosie CoffeyUniversity College Cork | Lex Wilkinson, Sheffield Hallam University | Russell Boyatt, Warwick University |
| **Higher Education Information Directors Scotland (HEIDS)** | Brian Henderson, University of Aberdeen | Jonathan Monk, University of Dundee | David Telford, University of Stirling |
| **Immigration Administration Community of Practice –****(IA CoP) Inaugural Chair** | Martin Donkin, Queen Mary University of London | Adrian Ellison,University of West London | Dean PhillipsUniversity of Aberdeen |
| **UCISA London Group**  | Trevor Baxter, King’s College London | Matthew Flower, University of Wolverhampton | Nick Leake, King’s College, London. |
| **Project and Change Management Group (PCMG)** | Sally Jorjani, University of Stirling | David Telford, University of Stirling | Patrick Daly, Robert Gordon University |
| **Security group (SG)** | David Thornley, Sheffield Hallam University | Jon O'Grady,De Montfort University | David Round,Bangor University |
| **Procurement Group (PG)** | Rob Moore,Leeds Beckett University | Mark Allinson, Edge Hill University | Robert Silk, University College London |
| **Sustainability Group – (SG) Inaugural Chair** | Andrew Meikle,University of Lancaster | Adrian Ellison,University of West London | Dean PhillipsUniversity of Aberdeen |
| **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 |
| **Women in Tech (WiT)** | Christi Hopkinson, University of the West of England | Sandra Gillham, University of Southampton | Tatiana Hepplewhite, Leeds Beckett University |
| **User Experience Community of Practice (UX CoP)** | Emma Horrell,University of Edinburgh | Ellie Wood, University of Nottingham | Sonia Virdi University of Edinburgh |

1. To receive the Treasurer’s Report for the financial year ended 31 December 2021, the summary Budget for the current financial year ending 31 December 2022 and the summary budget for the financial year ending 31 December 2023.
2. To approve the increase in subscription fees by 5% for 2023 as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Band Type | Size as reported to HESA  | **2022 Subscriptions applying new banding****(ex VAT)** | **2023 Subscriptions with 5% uplift****(ex VAT)** |
| Band 1 | Small and specialist institutions  | £826.20 | £868.00 |
| **Band 2** | Less than 10,000 students reported to HESA in **20/21 year** | £2,065.50 | £2,169.00 |
| **Band 3** | 10,001 to 20,000 students reported to HESA in **20/21 year** | £2,891.70 | £3,037.00 |
| **Band 4** | 20,001 to 30,000 students reported to HESA in **20/21 year** | £3,304.80 | £3,470.00 |
| **Band 5** | More than 30,001 students reported to HESA in **20/21 year** | £3,777.38 | £3,967.00 |

1. To consider and, if thought fit, approve the following resolution, to be proposed as a **Special Resolution** of the Company:

In accordance with Article 5.6 to confirm and extend the appointment of Adrian Ellison to serve as Chair of the Company until the conclusion of the next general meeting of the company.
*Proposed by Emma Woodcock, York St John University, Seconded by Vipin Ahlawat, Loughborough University*

Explanatory note: Adrian Ellison was elected at the last AGM and would normally serve for two years. However, the articles limit the maximum term of office for any trustee to eight years and Adrian will have reached this point in December 2022. This resolution allows the company to exceptionally extend his term until the conclusion of the next AGM in June 2023 due to the resignation of the Deputy Chair in year. This resolution requires authorisation by a majority of at least 75% of Members attending and entitled to vote at this AGM.

4. To consider **any other business**

5. **Chairs Closing Remarks**

By order of the board



Dean Phillips, Director

Registered office: 30 St Giles, Oxford, OX1 3LE

**Notes**:

1. A member of the Company is entitled to appoint another person as their proxy to exercise all or any of their 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 then delivered by electronic communication as specified below not later than 24 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:** admin@ucisa.ac.uk