**COMPANY NUMBER:** 09349804

**CHARITY NUMBER:** 1161218

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

**ANNUAL GENERAL MEETING**

**AGENDA** for the eighth Annual General Meeting (the **'Meeting'**) of the Company, and the 30th Annual General Meeting of the association, to be held at 12:00 noon on Thursday 8th June 2023 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 2022 Annual General Meeting of the Company held on 16h June 2022.
2. To receive and adopt the annual report of the Trustees and the accounts of the Company for the financial year ended 31 December 2022.
3. To 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:

* Emma Woodcock, Chair of the Company  
  *Proposed by Adrian Ellison, University of West London, Seconded by Rob Hickey, York St John University*
* James Crooks as Deputy Chair of the Company  
  *proposed by Bella Abrams,* University of Sheffield*. Seconded by Stuart Brown, University of Reading*

1. To elect one Elected Member to serve on the Board of Trustees. Nominations for the one position are as follows:  
   Nominations for the one position (listed alphabetically by institution) are as follows:

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| --- | --- | --- | --- |
| **Nominee** | **Member institution** | **Proposer** | **Seconder** |
| James Smith | Birkbeck, University of London | Paul Butler  University of Greenwich | David Telford  University of Stirling |
| Craig Darlison | De Montfort University | Dieter Kraftner  Anglia Ruskin University | Ash Roots  University of Exeter |
| Karen Bates | London Business School | Adrian Ellison  University of West London | Vipin Ahlawat  Loughborough University |
| Brian Henderson | University of Aberdeen | David Telford  University of Stirling | Dean Phillips  University of Aberdeen |
| Ash Roots | University of Exeter | Vicky Gosling Falmouth University | Craig Darlison De Montfort University |
| Mark Johnston | University of Glasgow | Nick Leake  King’s College London | Dr. Rachel Bence  Queen Mary University of London |
| Nick Gilbert | University of Surrey | Emma Woodcock  York St John University | Paul Butler,  University of Greenwich |
| 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:

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| --- | --- | --- | --- |
| **Group** | **Chair** | **Proposer** | **Seconder** |
| **Business Technology Standard (BTS CoP) Inaugural Chair** | John Butterworth  King’s College London | Mark Johnston  University of Glasgow | Nick Gilbert  University of Surrey |
| **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 | Rebecca Wilson  University College of London |
| **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 | Kate Iddles,  University of Wolverhampton | Guilherme De Sousa  Heriot Watt University |
| **Enterprise Architecture (EA)** | *Joint Chair:*   Russell Boyatt,  Warwick University | 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 |
| **Higher Education Information Directors Scotland (HEIDS)** | Brian Henderson,  University of Aberdeen | Claire Taylor  Napier University | David Telford,  University of Stirling |
| **Immigration Administration Community of Practice**  **(IA CoP)** | Alex Lock  Anglia Ruskin University | Maria Wylie, University of Cambridge | Martin Donkin, Queen Mary University of London |
| **Midlands Group** | Alex Goffe  Keele University | Sarah Cockrill, Canterbury Christ Church University | Emma Woodcock, York St John |
| **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 |
| **Procurement Group (PG)** | Rob Moore,  Leeds Beckett University | Mark Allinson,  Edge Hill University | Robert Silk,  University College London |
| **Security Group** | David Thornley,  Sheffield Hallam University | Jon O'Grady,  De Montfort University | David Round,  Bangor University |
| **Sustainability Group (SG)** | Andrew Meikle,  University of Lancaster | Robert Irving, Southampton University | Kate Ferguson-Best, Kingston University |
| **Support Services Group (SSG)** | *Joint Chair*: Andy Scott,  Durham University | Mike Burns Warwick University | Ed Stout  Leeds Beckett University |
| *Joint Chair*: Jo Mortimer,  University of Reading | Ed Stout  Leeds Beckett University | Mike Burns Warwick University |
| **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)** | *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 2022, summary Budget for the current year ending 31 December 2023 and summary budget for financial year ending 31 December 2024.
2. To approve the proposal that subscription fees remain at the same rate as 2023 for the 2024 subscription year.   
     
   *Explanatory Note:  
   The following table sets how each institution’s band is determined for 2024.  
      
   The third column of the table shows what the 2024 subscriptions would be if the resolution is approved. We have provided an illustration of what subscriptions would be if we followed our usual practice of applying an annual increase using the example of 5%.*

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| --- | --- | --- | --- |
| Band Type | Size as reported to HESA | **2024 Subscriptions with no uplift( as per the resolution)**  **(ex VAT)** | **2024 Subscriptions with 5% uplift**  **(ex VAT)** |
| Band 1 | Small and specialist institutions | £868.00 | £911.00 |
| **Band 2** | Less than 10,000 students reported to HESA in **21/22 year** | £2,169.00 | £2,277.00 |
| **Band 3** | 10,001 to 20,000 students reported to HESA in **21/22 year** | £3,037.00 | £3,189.00 |
| **Band 4** | 20,001 to 30,000 students reported to HESA in **21/22 year** | £3,470.00 | £3,644.00 |
| **Band 5** | More than 30,001 students reported to HESA in **21/22 year** | £3,967.00 | £4,165.00 |

1. **Any other business**
2. **Outgoing Chair’s Remarks**
3. **Incoming Chair’s remarks**