

# Annual General Meeting

## Draft minutes

UK-TUG

14:00, 16th October 2010  
Birmingham and Midlands Institute

Members present: Simon Dales (SD), Jonathan Fine (JF), Andrew Ford (AF), Alun Moon (AM), Richard Nickalls (RN), Roger Whittaker (RW), Joseph Wright (JAW).

Apologies received: Malcolm Clark (MC), Jay Hammond (JH), Carol Hewlett (CH), David Saunders (DS), Jonathan Webley (JW).

Also present: Alex Regueiro (AR).

### **1 Quorum**

JAW noted that the constitution sets the quorum for the AGM at 10 % of the membership, and that with a current membership of 166 this requires 17 members be present to hold a binding vote. It was agreed that the new committee would hold a Special Electronic General Meeting (SEGM) to consider the motions for the AGM.

### **2 Minutes of the last AGM**

The minutes of the last AGM were agreed as a true record by all members present.

### **3 Elections**

#### **3.1 Chairman**

JF noted that DS had previously circulated a notice to members stating that he had received one valid nomination for Chairman of UK-TUG. JF noted that AM had therefore been elected as the new Chairman with no need for a ballot. JF noted that AM would become Chairman of UK-TUG at the close of the AGM.

## 3.2 Committee

JAW had received nominations to elect:

- Simon Dales
- Jonathan Fine
- John Peters
- David Saunders
- Jonathan Webley
- Joseph Wright

to the Committee for 2010–11. He also noted that AM becomes a member of the Committee due to his election as Chairman.

## 4 Reports

### 4.1 Chairman's Report

JF summarised his written report verbally. He noted that he has been involved with UK-TUG since 1990, when the organisation was founded. The world of electronic communications presents new challenges to  $\text{\TeX}$ , and JF identified the SVG format as a significant new idea. JF thanked David Saunders for his work as Treasurer and JAW for his work as Secretary. He also noted the success of holding a training meeting, run by Nicola Talbot and JAW.

JAW called for a vote of thanks to JF for his work as Chairman, which was supported by all present.

### 4.2 Accounts

JAW verbally summarised the written report from David Saunders. The inspected accounts for the year 2009–10 were also circulated: these were essentially unchanged from the preliminary version sent to members in advance of the AGM.

### 4.3 Secretary's Report

JAW summarised his written report verbally, and noted that he was happy to continue in the role for the next year.

### 4.4 Training report

JF invited JAW to give details on the  $\text{\LaTeX}$  training day that had been run earlier in the year by Nicola Talbot and JAW. JAW explained the general idea, with an open day of training for new users. He noted that 21 people attended the day and that two tutors were needed for a

group of this size. He also noted that around 40 people are on a waiting list for an additional course, and that initial planning has been discussed for a second presentation.

## **5 T<sub>E</sub>X Gyre funding**

JAW reported that JH had raised the issue of funding sent to the T<sub>E</sub>X Gyre project by e-mail. JF had also included this issue in his report, and stated that the incoming committee should note these concerns.

## **6 Electronic voting**

JAW noted that the constitution makes provision for the committee to accept electronic votes at the AGM but gives not detail on any procedure. There was some discussion on the practicalities of electronic voting. JAW noted that given the number of members in UK-TUG, a simple e-mail system is less work overall than a more automated approach. JF said that again this should be noted by the incoming committee.

## **7 Motions**

As noted earlier, the number of members in attendance at the AGM was not sufficient for voting to take place. Based on the model from the 2009 AGM, JAW proposed that the incoming committee should arrange an SEGM to vote on the motions, with a non-binding vote by those present. JF agreed that this would be a sensible way to proceed.

### **7.1 Motion 1**

That this meeting approves the accounts for 2009–10.

This was supported by all members present.

### **7.2 Motion 2**

That this meeting delegates authority to appoint an inspector for the 2010–11 accounts to the Committee, who shall decide after taking advice from the Treasurer.

JAW explained that inspection is not required but has for some years been regarded as good practice by the Treasurer. The members present all supported the motion as a measure of good governance.

### **7.3 Motion 3**

That the membership fee for 2010 be £10 for all individual members (apart from life members), and that there be no additional entrance fee.

JAW pointed out that a fee for all members does raise the amount of administrative work for the Secretary. AF asked about direct bank deposits. JAW explained that monitoring these is non-trivial due to the frequency of statements from the bank. He also explained that electronic payment by PayPal or similar services raises issues, and that therefore cheques are the preferred form of payment. SD suggested charging members for a number of years in one payment. JAW explained that joint TUG members have to pay every year. He also suggested that the overall administrative complexity would be increased by moving from a single-year payment, as this would lead to a number of different groups of members. On a show of hands, all members present supported the motion.

### **7.4 Motion for agreeing minutes**

JAW said that JH had pointed out by e-mail that there was no formal motion to approve minutes from the last AGM. JAW stated that at the 2009 AGM, no minutes for the 2008 AGM had been available and so there had been no motion. He stated that this was clearly to be improved upon, and that at the 2011 AGM such a motion should be put down. This met with general approval.

RN asked about circulation of the minutes for the AGM in draft form, and noted that it was useful for this to take place soon after the meeting. JAW indicated that he would complete these for circulation within two weeks of the AGM taking place.

## **8 Closing**

No other business arose. JF welcomed AM as the new Chairman of UK-TUG, and closed the formal business of the AGM at 14:35.