



**Model Engineering Association
of New Zealand
Incorporated.**

President -
Colin Burleigh, REA
Tech Member IPENZ
<burleigh@paradise.net.nz>
(04)297-2213

Secretary -
Peter Anderson, BE(Mech)
<pjand@clear.net.nz>
(04)232-4533

Secretary, 10 Spicer Place, Tawa, Wellington 6006.

21 November 2005

Dear Secretary / MEANZ Representative,

NOTICE of MEETING.

The Biennial General Meeting of the Association will be held on Saturday 7 January, at 1400 hrs. on site of Canmod, Halswell Domain in the Scout den.

As required by the rules the President's and Financial Reports are enclosed and an Agenda is printed over to guide the direction of the meeting.

General

Four Clubs have not paid the current subscription for 2004-05 and fifteen have already paid the 2005-06 subscription. An invoice is enclosed to those Clubs who have not already paid. Please make sure that it is brought to the attention of your Treasurer. The payment could be made at the convention if that is more convenient for you.

The last correspondence you had from MEANZ was in early October when we let you know of our proposed 'safety self management' scheme, and forwarded all the relevant documents for your consideration.

We are aware that serious consideration has been given to the details by a number of Clubs and we are most grateful for the suggestions and comments made in response. To date thirteen clubs have passed on their views verbally, by e-mail or by formal post, and a summary of these is appended along with some 'MEANZ' comment on the points raised. Note this further information as it should help us make informed decisions at the BGM. Further comments will be added to the list as they are received.

Please note that, as in the agenda, expressions of interest in hosting the Convention in 2010 will be discussed at the meeting. No doubt the meeting will give priority to a South Island venue.

Peter Anderson (Sec)

AGENDA

List those present and appointed proxies.

List Apologies

Previous Minutes (Sent out April 2004)

Matters Arising

President's Report

Financial Report

Set Fees

Correspondence Report

Overseas Report

Elect Officers.

Appoint Auditor

Future Convention Venues – 2008 Manukau, 2010 Proposals welcome.

Consider the Safety Self Management proposal

AMBSC Boiler Code discussion.

Implementation progress. Record keeping. (New Plymouth request)

Insurance (discussion following PN survey)

General Business

Meeting Closed at

Notices of Motion

1. MEANZ Exec moves

That the document '**MEANZ Guidelines for Passenger Carrying Miniature Railways**' be adopted as the Safety Management Guide for member clubs of MEANZ, subject to amendments agreed at the meeting.

2. MEANZ Exec moves

That the revised '**Manual of Operating Procedures for Miniature Railways 2006**' be adopted, subject to amendments agreed to at the meeting, to give continuity to the established safety practices within NZ.

3. MEANZ Exec moves –

That the new **MEANZ Administrative Policy**, Published as MAP 0 to MAP 9 be adopted, subject to amendments agreed to at the meeting, as the means to define and run the 'Safety Management Scheme' embodying the five yearly Audit carried out by Club appointed auditors.