

Annual General Meeting of the Benelux Branch of the Institution of Mechanical Engineers

Saturday 31st March 2007 at Abbaye de Stevelot, Stevelot, Belgium

The Benelux Branch of the Institution of Mechanical Engineers is holding its Annual General Meeting on 31st March 2007 at the Abbaye de Stevelot, Stevelot, Belgium. This year, the Branch is taking the opportunity to combine this with a guided visit to the Abbaye, which includes a number of museums as well as finishing the day off with a visit to the museum of the world famous Spa Francochamps race circuit.

All members are invited and, as well, encouraged to bring along family and friends to enjoy this day. This year we are inviting our colleagues and their family and friends from other UK based engineering institutions to join us as well.

The cost of entry to the Abbaye (including guided tour) and the welcome coffee will be provided by the Branch. A lunch will be available for €11.50 per person payable on the day.

We ask that those who plan to attend do confirm (attendance and numbers for lunch) to the Branch Honorary Secretary (details below).

10:30 Arrival and Coffee

11:00 Visit to the Apollinaire museum including history tour with an English speaking guide

13:00 **Lunch**

14:15 **AGM (I Mech E members only)**

During the AGM, non I Mech E members are invited to look around the Abbaye. The agenda for the Annual General Meeting, which is open to all but only Corporate Members of the Institution of Mechanical Engineers are eligible to vote, is:

Verification of a Quorum	Honorary Secretary
Introductory Statement	Chairman
Annual Report 2006	Honorary Secretary
Programme of Events 2006 & 2007	Honorary Secretary
Annual Financial Report 2006/Auditors Report	TBD (on behalf of Treasurer)
Appointment of Auditors 2007	TBD (on behalf of Treasurer)
Appointment of Scrutineers for election to Branch Committee	Honorary Secretary
Election of Committee	Chairman

15:45 Visit of the race museum

17:00 End

In accordance with the I Mech E Branch Rules and the Constitution of the Benelux Branch, all classes of members of the Institution registered in the Benelux are entitled to attend the meeting. Only Corporate members (Member or Fellow) are entitled to vote.

The existing committee proposes to maintain the structure of the committee and proposes to elect a Chairman, Honorary Secretary, Honorary Treasurer, and up to ten ordinary committee members.

In accordance with the IMechE rulebook for Branches, Corporate members only are entitled to add to the list a candidate for any or each of the offices to be filled. Candidates must be members of the Institution and the nomination must be signed by the nominator and delivered with the written consent of the nominee.

Nominations should be sent to Mr Andrew Webb, Honorary Secretary, IMechE Benelux, either by post to Air Products SA, Houtemsesteenweg 20, Vilvoorde 1800, Belgium or by email to andrew.webb@pandora.be. The last date for nominations to be received is 12.30pm on 25 March 2007.

If in respect of any office, the number of candidates exceeds the number of vacancies, the election will be decided by a show of hands of Corporate Members present at the meeting.

If any member wishes to add an item to the Agenda, he/she should inform the Honorary Secretary in writing at the above addresses by 25 March 2007. Copies of the Branch Annual Report will be available at the meeting. If any member wishes to receive the Annual Report before the meeting, they should contact me to obtain a copy.

In order to ensure that the Branch activities develop in accordance with the members' wishes, it is important that as many members as possible attend.

Eur. Ing A.P.Webb C.Eng F.I.Mech.E Honorary Secretary

Air Products SA,
Houtemsesteenweg 20,
Vilvoorde 1800,
Belgium
andrew.webb@pandora.be.
Tel + 32 2 305 6698
Fax +32 2 663 4235