



Minutes

Wellington Branch

21 April 2022

Secretary
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A meeting of the Branch Committee was held in Suite 2, Level 1, Anvil House, 138 Wakefield Street at **10.00am on Thursday 21 April 2022.**

Present:

Mike Smith (Chair & Convenor), Ian Clunies-Ross, Kevin Duggan, Suzanne Holgate, Kay Monks, Alan Peck, Elizabeth Smaal, Bryan Whisker and Ray Woolhouse.

1. Welcome

The Chair welcomed the committee to the meeting.

2. Apologies

There were no apologies.

3. Minutes

The Committee meeting draft minutes of Thursday 17 February 2022 were circulated to the committee prior to the meeting for comment and feedback.

Ian commented that vaccine passes are optional and it is up to individual luncheon venues to implement, now that we are in the orange setting.

It was **MOVED THAT** the minutes of the meeting held on 17 Feb 2022 be accepted as a true and correct record.

Mike Smith/Alan Peck

4. AGM Nominations

The secretary had provided nomination forms for the committee to complete should they wish to stand for the Wellington Branch committee at the AGM. It was suggested that the H/K branch might consider nominating a representative to the Wellington Committee however, such a person could well be appointed as an Ex-officio or non-voting member.

5. Matters Arising

a) Budget

Kevin reported that membership is still reducing at an ever increasing rate which is reflected in the budgeted revenue for next year. We hope to be able to hold all our functions this year.

The Chair thanked Kevin and **MOVED THAT** the Budget, as presented, be accepted.

Mike Smith/Bryan Whisker

b) Taking committee photos and photos at functions for October Newsletter

ACTION: Kay agreed to undertake the task of taking photos at functions and in particular, a photo of the committee at the AGM.

6. Finance

i. Accounts to the end of March 2022

Kevin reported that the surplus for the year is not as high as expected due to unexpected expenditure in relation to a donation to the Wellington Children's Hospital, a change in wages and branch operational services training. Subscriptions are very close to what was budgeted.

The Committee approved the accounts to the end of March 2022.

ACTION: Ian to present the March 2022 financial report at the AGM.

Mike Smith/ Suzanne Holgate

ii. Payments

The following tables list the payments made for February 2022 and March 2022:

February 2022

Date	Expense	Amount	Payee
03 Feb	Antivirus	\$11.00	GSA National
03 Feb	Tax	\$412.00	IRD
03 Feb	Wage	\$862.11	Jirayu
04 Feb	Wage	\$862.11	Jirayu
16 Feb	Postage	\$8.70	NZ Post
21 Feb	Phone Bill	\$51.77	2 Degrees
21 Feb	Rent	\$204.80	GSA National
21 Feb	Gift	\$130.00	Jirayu
21 Feb	Wage	\$254.50	Madison
	TOTAL	\$2,796.99	

March 2022

Date	Expense	Amount	Payee
01 Mar	Wage	\$763.49	Madison
08 Mar	Wage	\$763.49	Madison
08 Mar	Antivirus	\$11.00	GSA National
16 Mar	Account Fees	\$6.25	Kiwibank
16 Mar	Postage	\$35.00	NZ Post
16 Mar	Gift	\$100.00	Jirayu
16 Mar	Wage	\$763.49	Madison
16 Mar	Committee Expense	\$75.00	Ian
16 Mar	Committee Expense	\$105.00	Kevin
16 Mar	Committee Expense	\$75.00	Mike
16 Mar	Committee Expense	\$75.00	Kay
16 Mar	Committee Expense	\$75.00	Suzanne
16 Mar	Committee Expense	\$60.00	Alan

16 Mar	Committee Expense	\$75.00	Elizabeth
16 Mar	Committee Expense	\$75.00	Ray
21 Mar	Phone Bill	\$51.77	2 Degrees
21 Mar	Rent	\$204.80	GSA National
28 Mar	Committee Expense	\$45.00	Bryan
28 Mar	Tax	\$207.71	IRD
29 Mar	Wage	\$763.49	Madison
	TOTAL	\$4,330.49	

The payments for **February 2022 and March 2022** were noted and accepted.

Elizabeth Smaal/Kay Monks

7. Sub Committee Reports

a) Recruitment

Ian and the GSA President will meet up with the Public Services Commissioner in May regarding recruitment among pre annuitants and display posters around Government offices.

ACTION: Suzanne to visit schools in term two for recruitment. Ian to visit the Public Services Commission and to update the Committee at the next meeting.

b) Honours

Nothing to report.

c) Policy

Nothing to report.

d) Finance

Nothing to report.

e) Social

Kay reported that the venue for the AGM is booked. Kay has requested Petone Working Men's Club email the Secretary the contract for payment. Kay has phoned Petone Working Men's Club regarding the cost per person, the buffet menu options, and if the lift is working. She has not yet received a response from the venue. If members wish to use the free bus from Platform 9 at the Wellington Railway Station, they need to indicate this on the RSVP slip when they book to attend the function.

For the Mid-Winter Luncheon, should attendees indicate on the RSVP slip that they require a carpark at the James Cook Hotel or a discounted price, for mobility reasons, they will need to go to the Reception Desk first and state who they are and the function they are attending. The secretary will provide the hotel with the names of those who have booked a car park.

ACTION: Kay will contact Petone Working Men's Club regarding the contract and payment for that venue. Kay will get in touch with Te Marua next week regarding the Christmas Function. Suzanne agreed to approach Wellington City Mission regarding a guest speaker for the Mid-Winter Luncheon - and Murray Edridge from the Mission has agreed to address us.

8. Mackenzie Trust

Nothing to report.

9. Board Report

Ian reported that there is on-going dialogue with the Minister of Finance regarding COLA. Northland branch has passed \$10,000 surplus to the national office. John Beckham is replacing Nancy de Freitas.

10. Interbranch (Service to H/K Branch)

ACTION: Kevin will look at amalgamation options with H/K Branch.

11. Membership Trends

a) Wellington Branch Membership Report

Member Trends	31 Mar 2021	12 Apr 2022	Change
Annuitant	2,489	2,354	-135 (-5.4%)
Annuitant spouse	1,390	1,336	-54 (-3.9%)
Surviving spouse	740	688	-52 (-7.0%)
Pre-annuitant	133	130	-3 (-2.3%)
Pre-annuitant spouse	106	105	-1 (-0.9%)
Total	4,858	4,613	-245 (-5.0%)

b) Wellington Region

Member Trends	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1,695	358	136	165	2,354
Annuitant spouse	967	204	61	104	1,336
Surviving spouse	482	124	29	53	688
Pre-annuitant	123	1	3	3	130
Pre-annuitant spouse	98	1	3	3	105
Total	3,365	688	232	328	4,613

c) National Membership Report as a Comparison

Member Trends	31 Mar 2021	12 Apr 2022	Change
Annuitant	12,866	12,157	-709 (-5.5%)
Annuitant spouse	6,683	6,445	-238 (-3.6%)
Surviving spouse	3935	3673	-262 (-6.7%)
Pre-annuitant	525	476	-49 (-9.3%)
Pre-annuitant spouse	422	386	-36 (-8.5%)
Total	24,431	23,137	-1,294 (-5.3%)

11. Correspondence

Nothing to report.

12. General business.

a) The date for the next Committee meeting is changed to Thursday **30 June 2022**.

The Chair thanked everyone and concluded the meeting.

The meeting closed at 11.30am.

Catherine Chang
Wellington Branch Secretary

Confirmed:

A handwritten signature in black ink, appearing to read "Mike Smith". The signature is written in a cursive style with a large initial "M".

Mike Smith
Chair