



Minutes Wellington Branch Committee

Secretary
PO Box 11993
Manners Street
Wellington 6142

Call Free 0800 888 472
Office Phone 04 472 7006
wellington@gsa.org.nz
www.gsa.org.nz

A meeting of the Branch Committee will be held in Suite 2, Level 1, Anvil House, 138 Wakefield Street, at **10.00 am on Tuesday 4 December 2018**.

Present

Ian Clunies-Ross (Chair & Convenor), Peter Chambers (Deputy Chair), Jirayu Brennan (Secretary), Graham Hill, Alan Peck, Elizabeth Smaal, Ray Woolhouse.

1 Apologies

Janice Campbell, Kevin Duggan, Wilf Haskell, Colin MacIntosh, Kay Monks, Mike Smith

2 Minutes

a) October Branch Meeting

A full list of Wellington branch members can be retrieved online to assist the committee members in recruiting. This is best shown on the computer by the Secretary, rather than printing it out on the paper.

The salary payment to the Secretary can be added into the payroll system set up by the National Office. The system automatically calculates the timesheet and any IRD deductions, employer contributions and payment. Currently, Wellington branch has set up an automatic payment to pay the salary. How time in lieu should be managed was discussed. Additional hours are a liability for the branch. It was suggested the time in lieu to be used within one or two years. Payroll with the National Office is to be explored with Jenny Barclay, the Executive Officer and will be considered by the Finance Sub-committee.

Lapsed membership will be followed up. Chair and Secretary will meet to discuss this at some stages.

It was noted that the Christmas function at Te Marua was subsidised by the SuperTravel fund.

It was agreed that the minutes of the meeting on 18 October 2018 be accepted, the Deputy Chair to sign the minutes before they go on the website.

Elizabeth Smaal/Ray Woolhouse

3 Matters Arising

a) Christmas function at the Te Marua Golf Club –

77 members replied. 3 members could not attend and 4 members showed up with no booking. Feedback received from members who attended was positive. Prize giving and lucky numbers worked well, good placemats, and one free drink voucher for each member worked well. It should be continued in the future. Below is the expense for the function:

Items	Cost
Te Marua Golf club Buffet (\$30 pp)	\$2,340.00
Drinks	\$514.00
Bus (53 seaters)	\$701.50
Prize & Lucky Draw	\$120.15
Music	\$300.00
Stationary for placemats & drink vouchers	\$40.65
Gift Voucher	\$50.00
Total	\$4,066.30

In the future, it was suggested that members who pay by cheque will need to be charged \$1 extra for banking fee. This extra cost would need to be mentioned in the invitation/newsletters.

Christabel, the member, helped checking the members on the bus. She has helped in past events. The pick-up at Waterloo station was said to be a problem as there are two bus stops, one on each side of the station. Members waited at both sides of the station. \$50 gift voucher has been given to Christabel to acknowledge her contribution.

4 Membership Trends

a) Wellington Branch Membership Report as at 30 November 2018

Member Trends	31-Mar-18	30 Nov 18	Change
Annuitant spouse	1,522	1489	-33 (-2.16%)
Surviving spouse	794	779	-15 (-1.88%)
Pre-annuitant	132	165	+33 (+25%)
Annuitant	2,828	2753	-75 (-2.6%)
Pre-annu/spouse	99	124	+ 25 (+2.5%)
Total	5,375	5,310	-65 (-1.2%)

b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1999	417	146	191	2753
Annuitant spouse	1067	236	66	120	1489
Surviving spouse	560	128	34	57	779
Pre-annuitant	158	0	3	4	165
Pre-annu/spouse	117	0	3	4	124
Total	3901	781	252	6	5,310

c) National Membership Report as a Comparison

Member Trends	31-Mar-18	30-Nov-18	Change
Annuitant	14,821	14,356	-465 (-3.13%)
Annuitant/Spouse	7,301	7,176	-125 (-1.7%)
Surviving/Spouse	4,358	4,262	-96 (-2.2%)
Pre-annuitant	463	589	+ 126 (-27%)
Pre-annu/Spouse	368	472	+104 (+28%)
Total	27,311	26, 855	-456 (-1.66%)

GSA was unable to engage with pre-annuitant and pre-annuitant spouses last year. It was encouraging to see the number of these categories increased.

5 Correspondence

There was nothing to report

6 Finance**a) Accounts to 30 November 2018**

The financial statement was distributed. Kevin Duggan gave an apology for this meeting, pointing out the following:

1. Surplus already ahead of budget surplus.
2. Subscription ahead of budget due to raised subscriptions.
3. Function subsidy is lower than budget subsidy (at this point).
4. Recruitment costs offset by salary savings.

The Chair clarified point 4; how the payment was reduced from the original figure. Two factors applied and these were firstly; no wages were paid between the date Margaret Lee resigned on 4 August and the appointment of the new secretary on 11 October, and secondly the recruitment agency did not initially charge a fee that we expected. Initially they did not apply the discount they promised. Usually this is 17% of the salary of the appointee. GSA Wellington was promised a discount to 15%. However in the first instance the agent did not apply that discount and the

Chair was obliged to insist that they keep their word. Eventually the \$500 reduction was applied.

Chair thanked Kevin for his input.

It was moved that the financial statement be accepted.

Ray Woolhouse/Elizabeth Smaal

b) Payments

The following tables list the payments made for October and November, and were approved.

Date	Expense	Amount	Payee
6-Oct	Postal fee	2.00	Kiwibank
12-Oct	Anvil House expense	95.34	National Office
15-Oct	Advertisement	304.20	Wairarapa Times-age
15-Oct	Reimbursement for transport	334.00	Maggie Lee
16-Oct	Dishonour deposit	29.00	Kiwibank
18-Oct	Luncheon in Masterton	728.00	Masterton Club Incorporated
23-Oct	Rent	231.13	National Office
24-Oct	Tax	243.00	IRD
24-Oct	Salary	657.80	Secretary
	TOTAL	2,624.47	

Date	Expenses	Amount	Payee
2 Nov	Salary	657.89	Secretary
5 Nov	Postal fee	2.00	Kiwibank
8 Nov	Recruitment Agent	3493.13	Robert Walters
15 Nov	PAYE	145.60	IRD
16 Nov	Salary	657.89	Secretary
20 Nov	Rent	231.13	National Office
24 Nov	X Mas Prizes	120.15	Elizabeth Smaal
24 Nov	Moore Wilson Gift vouchers x2 and cards	113.49	Secretary
24 Nov	Postages (kiwi stamps \$1.2x100) from NZ Post	120.00	Secretary
26 Nov	X Mas functions	2,854.00	Te Marua Golf Club
28 Nov	X Mas music	300.00	Scarlet Music
	TOTAL	8, 695.28	

Peter Chambers/Ray Woolhouse

c) Credit/ Debit Card

This is a replacement for petty cash for office expenses e.g. office stationary, etc. The National Office uses a credit card for a bigger expenses. It was suggested to use a debit rather than credit card. The finance committee will investigate. The application for a debit card can be made and approved at the finance committee meeting.

d) Payment Process

The process of paying all expenditure could be streamlined e.g. pay all invoices once a month. Any urgent payment required can be done when required. The finance committee will meet to discuss further.

e) Bank Statements

These are now provided electronically as is all information from the IRD.

7 Council Report

Nothing to report.

8 Board Report

Nothing to report.

9 Sub Committees Reports

a) Recruitment

Chair reported. Using electoral rolls and media information it is possible to identified potential members. This cross checking proved useful. It was done in the past and can be reviewed on a basis of making approaches.

b) Honours

Nothing to report

c) Policy

Peter Chambers reported. Jenny requested the feedback about the Council meeting in September. Peter gave the feedback to her;

- Food was much better than the previous year,
- Good parking space;
- People spoke too long;
- Microphone system was not good. It was suggested that it was about more teaching people how to use microphone than the microphone itself.
- It was agreed that it was much better than last year.
- The round table set up was much better than classroom set up.
- Positive feedback in general.
- Kay's initiative was not picked up this time but it will be later.

d) Social

Elizabeth reported. Great feedback for Christmas Function at Te Marua Golf Club. Members enjoyed the function. Jirayu and Elizabeth are to sort out the dates for the coming activities for next year. Chair thanked Elizabeth for her contribution.

e) Finance Committee

The committee, Chaired by Peter Chambers, will meet early next year before the first branch committee meeting to:

1. Discuss with Jenny Barclay regarding the timesheet and hours of employment and payment for the Wellington branch Secretary.
2. Itemise accounts for payment e.g. Christmas functions, food costs, drinks, bus and SuperTravel fund regarding where costs fall.
3. How to best manage the payment of the monthly accounts.
4. Arrange for a debit/credit card as a replacement for petty cash for the Secretary. The application for this card will need to be made early but authorised at the branch meeting.
5. Set out the delegated authority for expenditure.

10 General Business

a) Calendar for 2019 (attached)

Calendar 2019 was circulated. There were two dates requiring change; the committee meeting on 11 April to 18 April and that on 13 June to 20 June. April and October dates for Newsletter/Annuity News mail outs may be too late for Wellington Branch. The branch needs to advertise the date of the AGM in October of the previous year and the Christmas function in the April newsletter. It was clarified that Annuity News cannot be sent out earlier due to the need to provide the financial information as at year end on 31 March. Information regarding the Council meeting to be held in September will also need to be included in the Annuity news. The Board will need to approve it in October. The suggestion was that the branch is to provide the dates for all 4 luncheons in the April newsletter. Chair, Elizabeth and Secretary will meet to work on the newsletter detailing activities throughout the year.

The committee discussed the Wairarapa function for September 2019 that would normally be held in Greytown, South Wairarapa Working Men's club. The branch previously organised and received great feedback from this venue. Transport to get to this venue could be an issue.

The mid- winter light lunch at Anvil House will not be held in 2019 due to low attendances last year. There may be other possible outings for Wellington members. The Social Committee, to be convened by Kay Monks, will look into it.

The committee discussed the MacKenzie Trust and how the trust helps members with transport. The Trust was set up to assist GSA Wellington members who may have barriers to access transport such as mobility issues. Elizabeth Smaal is a trustee on the Trust and she is in contact with Virginia Breen, the convener of the Trust, regarding accessing funding.

Once all dates have been booked, the Calendar will be re-circulated to committee members

b) AGM 2019

The 2019 AGM is advertised for Wednesday 29 May. A booking has been made at the Petone Working Men's Club.

c) Branch Committee Meetings 2019

Derek from Anvil House asks if the branch meetings could be held on the 4th Thursday of every 2nd month. Currently it is every 3rd Thursday. This matter has been resolved as per item 10 (a)

e) Christmas and Holiday Office Hours

The GSA National Office will be closed over this period- the last day will be Friday 21 December and reopen again on 14 January 2019.

The Secretary will be on leave from 15 December and return to the office the week beginning 7 January. The Secretary will have access to the office while the National Office is closed.

Meeting closed at 11.45am

Secretary
Jirayu Brennan

Confirmed:

A handwritten signature in black ink, appearing to read 'Ian Clunies-Ross', written in a cursive style.

Ian Clunies-Ross
Chair