



Minutes
Wellington Branch
16 August 2018

Secretary
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A meeting of the Wellington Branch Committee was held in Suite 2, Level 1, Anvil House, 138 Wakefield Street, at **10.00 am on Thursday 16 August 2018**.

Present

Peter Chambers, Kevin Duggan, Ian Clunies-Ross (Chair), Graham Hill, Colin Macintosh, Kay Monks, Alan Peck, Elizabeth Smaal, Mike Smith and Ray Woolhouse.

Apologies

- 1 Wilf Haskell and Janice Campbell. These apologies were accepted.

Kay Monks/ Ian Clunies-Ross

The Chair advised the Committee that the secretary, Maggie Lee, had resigned unexpectedly giving 1 month’s notice. She left the office on 4 August but has taken the office lap top home and is covering membership queries and emails. Maggie has agreed to return to provide some initial training to whoever is appointed to replace her.

- 2 **Minutes from the meeting held on 14 June 2018.**

It was resolved that the minutes of the meeting held on 14 June 2018, as amended, be accepted.

Peter Chambers/Mike Smith

- 3 **Matters Arising (unless recorded elsewhere)**

There were no specific matters raised.

- 4 **Membership Trends**

- a) **Wellington Branch Membership Report as at 27 July 2018**

Member Trends	31-Mar-18	27-July-18	Change
Annuitant spouse	1,522	1,516	-6 (-0.4%)
Surviving spouse	794	775	-19 (-2.4%)
Pre-annuitant	132	163	+31 (+23.5%)
Annuitant	2,828	2,797	-31 (-1.1%)
Pre-annu/spouse	99	122	+23 (+23.2%)
Total	5,375	5,373	-2 (-)

- b) **National Membership Report as a Comparison**

Member Trends	31-Mar-18	27-July	Change
Annuitant	14,821	14,660	-161 (-1.1%)
Annuitant/Spouse	7,301	7,300	-1 (-)
Surviving/Spouse	4,358	4,297	-61 (-1.4%)
Pre-annuitant	463	553	+90 (+19.4%)
Pre-annu/Spouse	368	442	+74 (+20.1%)
Total	27,311	27,252	-59 (-0.2%)

5 Correspondence

Maggie has continued to deal with membership enquiries and general email contact with members. Maggie's letter of resignation was tabled as was a letter sent to Eric Wallis's family. It was noted with sadness that Eric had died very suddenly as he was being taken home by his daughter from the GSA luncheon at The Pines on 25 July. The Chair will write to The Pines management thanking them for the assistance they provided to Eric's family after the luncheon.

6 Finance

a) Accounts to 27 July 2018

The financial statements had been distributed. The branch is in a strong position 3 months into the current year with a surplus of \$3,723.

It was resolved that \$448 be transferred from the SuperTravels Fund to cover the cost of the bus to The Pines luncheon and that \$15,000 of that fund be placed on term deposit for 1 year.

Kevin Duggan/Graham Hill

b) Overview of Payments

Following a discussion on the current practice, it was agreed that the payment system would be tighten to ensure that all financial transactions include a second signatory. Members asked that they be notified by the secretary when a payment is made to their personal bank account.

c) Payments

The following tables list the payments made for June and July.

Date	June 2018	Amount	Payee
5 June	Bank charges	2.00	Kiwi bank
14 June	Staff Salary	972.60	M Lee
14 June	GSA Rent	231.13	GSA
18 June	Anvil House Cluster	75.06	GSA
18 June	Staff Tax	227.40	IRD
18 June	Financial Review	500.00	K Duggan
18 June	Branch costs, Light Lunch	287.00	M Lee
18 June	Stationery	44.96	Warehouse
	TOTAL	2,340.15	
Date	July 2018	Amount	Payee

6 July	Bank charges	2.00	Kiwibank
14 July	Staff Salary	972.60	M Lee
19 July	IRD	227.40	IRD
20 July	GSA Rent	231.13	GSA
25 July	Bus for Pines	448.50	Transit
27 July	Function expense	2,398.00	Pines
27 July	Branch expenses	580.13	I Clunies-Ross
27 July	Branch expenses	121.88	K Monks
	TOTAL	4,981.64	

It was moved that the financials be accepted.

Elizabeth Smaal/Ray Woolhouse

7 Board report

Mike Smith reported. The Board had met on 14 August. The Board had been asked by the Minister's office to forward to the Minister the information that was discussed when the Minister met with the Board so that this material can be forwarded to Treasury. Nothing can be done at present regarding the Board's nominee to the GSF Appeals Board but Lyn Middleton, Chair of the Appeals Board, is aware of the GSA concern that current legislation requires one appointed member to be a representative of the superannuation sector but this is not now the case. The Chair would reconsider the GSA nominee when another vacancy arose. The Board was advised that there was an appeal pending. The meeting with the State Services Commissioner does appear to be yielding some new GSA members. Planning for the Council meeting is well underway. The number of Board meetings per year is still under consideration. National office staffing recruitment is progressing. The impact on taxation, following the transfer of branch reserve funds to Head office, is being reviewed.

8 MacKenzie Trust

The Trust is solely for the purpose of assisting members to functions who require special transport. Elizabeth Smaal will provide the Chair with information for the October newsletter, regarding the purposes of the Trust.

9 Conference

Committee members had received an electronic copy of Bulletin #39 with the agenda and papers for the Council meeting in September. It was noted that as Alan Peck was to act as Secretary to Council, he could no longer represent Wellington Branch as an Observer. There will be no replacement Observer. Item 6 GSA Future was highlighted as a key discussion issue at Council. Each branch will be asked to give a verbal report on the general well being of the branch in relation to functionality, membership and attendance at functions. Motions relating to the centralisation of financial reserves, to Board member liaison visits and protection of the GSA defined benefit scheme were discussed with delegated being advised as to the branch support or otherwise. The branch delegates would also be required to register the branch votes at elections for the President and 5 Board members. The committee considered the nominations and delegates noted the voting preferences.

10 Sub Committees reports

a) Recruitment

Nothing to report.

b) Honours

Nothing to report.

c) Policy

Nothing to report.

d) Social

The Pines luncheon was well supported. It was noted that more members joined the bus to the venue than had booked to do so. Fortunately, all could be accommodated on what was in fact a smaller bus than had been used previously. Those travelling by bus and the branch committee appreciated that Kay Monks had acted as hostess on the bus. Kay advised that only 3 partners/spouses had opted to take the planned city tour. The Board have agreed to consider offering such a tour again next year.

11 General business

a) Remaining Social Functions

The annual Wairarapa luncheon will be held at the Masterton Club on Thursday 27 September and the Christmas function at the Te Marua Golf Club on Thursday 22 November. Peter Chamber suggested a guitarist be asked to provide quiet background music during the luncheon.

b) Secretarial Support

The Chair advised that the position of secretarial/treasurer for the Wellington branch had been advertised through SEEK at a cost of \$300. Six applicants were received through this avenue. Robert Walters, a local HR company, had offered a further three applicants on the understanding that should one of these three be appointed, GSA would pay the company a 15 % commission (\$2,400). Four candidates had been short listed for interview after the committee meeting. It was suggested that should there be no acceptable candidate following interviews, Alan Peck would advertise the position directly to those Wellington branch members on email.

c) October Newsletter

The Chair advised that material for the branch October newsletter needed to be with him by 31 August. He would carry out preliminary work with final work being undertaken by Elizabeth Smaal. The newsletter was to be with Head office no later than 16 October.

The meeting closed at 12.05 pm.

The next meeting will be held on Thursday 18 October at Anvil House at 10am.

Elizabeth Smaal
For the Committee

Confirmed:

Date


Peter Chamber
Deputy Chair

18 Oct 2018

