



Minutes

Wellington Branch

18 October 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 18 October 2018**.

Present

Peter Chambers (Deputy Chair & Convenor), Jirayu Brennan (Secretary) Kevin Duggan, Graham Hill, Kay Monks, Elizabeth Smaal, Mike Smith, Wilf Haskell, and Ray Woolhouse.

1 Welcome

The convenor has welcome Jirayu (pronounced Jee-ra-you) Brennan, the new Secretary to the GSA, Wellington branch. This was her 3rd day at work. The members are encouraged to help the new Secretary where they can until she settled in.

2 Apologies

Ian Clunies-Ross, Alan Peck, Janice Campbell and Colin MacIntosh. These apologies were accepted

Ray Woolhouse/Wilf Haskell

3 Minutes

a) August Branch Meeting

The date of the committee meeting should be 16 August 2018, not 15 August as showed in the draft (2nd line of the 1st paragraph). This would be amended in the final version. The Chair's electronic signature will be included in the final version before the minutes go online.

It was agreed that the minutes of the meeting on 16 August 2018 be accepted.

Kay Monks/Graham Hill

b) 2018 AGM

Two changes to the draft AGM minutes were agreed. The annual report is to be moved and seconded by Ian Clunies Ross and Graham Hill. The words 'subject to a small amendment in the balance sheet' is to be added to the motion adopting the annual accounts ending 31 March 2018.

4 Matters Arising

a) Wairarapa Luncheon

Committee members who attended thought it was an excellent event. In answer to a query as to why members paid more for this luncheon than GSA was charged, it was pointed out that each year the committee agrees on a flat rate for all luncheons in the knowledge that some will cost more than \$29 per head and others will cost less.

The Christmas function at Te Marua would be subsidised by using money from the SuperTravel fund. It was agreed that a drink subsidy would be available at the Christmas function.

b) Newsletters

The October Newsletter along with the Annuity News is to be posted on 25 October. This newsletter contains dates and details for two of the four luncheons held each year as the other dates and venues have not yet been fixed.

c) Payment System

The changes discussed at the August meeting are still to be put in place.

- Current signatories are to be replaced by Ian Clunies-Ross, Branch Chair Peter Chambers, Branch Deputy Chair and Jirayu Brennan, Branch Secretary/Treasurer
- In line with best practice, two signatories will be required to approve all payments.
- Future bank statements are to be provided online rather than being posted.
- Automatic direct credit to be established to pay Secretary/Treasurer salary every fortnight starting Friday 2nd November 2018. (First salary due 19/10/18 paid by cheque signed by Elizabeth Smaal). This direct credit will need to be authorised by the Branch Chair and Branch Deputy Chair.

It was agreed that the Chair, Deputy Chair and Secretary will be the signatory persons, and have access to the account.

Kevin Duggan/Peter Chambers

5 Membership Trends

a) Wellington Branch Membership Report as at 30 September 2018

Member Trends	31-Mar-18	30-09-18	Change
Annuitant spouse	1,522	1,504	-18 (-1.2%)
Surviving spouse	794	772	-22 (-2.8%)
Pre-annuitant	132	166	+34 (+25.8%)
Annuitant	2,828	2,780	-48 (-1.7%)
Pre-annu/spouse	99	123	+24 (+24.2%)
Total	5,375	5,345	-30 (- 0.6%)

b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wellington/Wairarapa	Totals
Annuitant	2,027	416	146	191	2,780
Annuitant spouse	1,081	237	66	120	1,504
Surviving spouse	555	128	32	57	772
Pre-annuitant	159	0	3	4	166
Pre-annu/spouse	116	0	3	4	123
Total	3,938	781	250	376	5,345

c) National Membership Report as a Comparison

Member Trends	31-Mar-18	02-Oct-18	Change
Annuitant	14,821	14,520	-301 (-2.0%)
Annuitant/Spouse	7,301	7,240	-61 (0.8%)
Surviving/Spouse	4,358	4,259	-99 (-2.3%)
Pre-annuitant	463	581	+118 (+25.5%)
Pre-annu/Spouse	368	462	+94 (+25.5%)
Total	27,311	27,062	-249 (-0.9%)

6 Correspondence

There was nothing to report.

7 Finance

a) Accounts to 30 September 2018

The financial statements were distributed. The Branch is in a very strong position. It was noted that there was still the cost for the recruitment agency, and the salary of the Secretary to be paid, which would decrease the balance for the next months of the financial report.

b) Payments

The following tables list the payments made for August and September.

Date	August 2018	Amount	Payee
03 August	Stationery	10.04	Warehouse
05 August	Bank charges	2.00	Kiwi bank
20 August	GSA Rent	231.13	GSA
21 August	Dinner refund	29.00	Bill Robertson
	TOTAL	272.14	

Date	September 2018	Amount	Payee
5 September	Bank charges	2.00	Kiwibank
5 September	PAYE	32.00	ACC
20 September	GSA Rent	231.13	GSA
	TOTAL	265.13	

The bank charges \$2 for the bank statement posted out monthly but this will be stopped soon as the bank statement can be obtained online now.

It was moved that the financial report be accepted

Kevin Duggan/Peter Chambers

8 Council Report

Kay Monks, Ray Woolhouse, Ian Clunies-Ross, Peter Chambers and Elizabeth Smaal attended the Council meeting. Although some Council members did not stick to the topic and talked for too long, overall it was a good, well run meeting. Council's decision in 2017 to consolidate centrally all GSA reserves was reversed as more work needs to be done in relation to investments and tax issues. Guest speakers were Greg O'Connor, MP and Cecilia Tarrant Chair of the GSF Board. Two life members were appointed namely Janice Campbell, retiring president of GSA and John Fitzgerald, Waikato Branch. The meals, accommodation and parking were good. The sound system could be better.

9 Board report

Mike Smith reported.

- New President, Tony Hamilton will operate from Whangarei where he is based and he will also work in Wellington.
- The board meetings will be held every 6 weeks rather than monthly.
- Tony will endeavour to visit all the branches.
- A close watch will be kept on branches as membership drops so that appropriate and timely support can be provided.
- A review of the Strategic plan is now due (October). It is to be reviewed every 3 years. A subcommittee will be set up to review this.
- Centenary celebrations in 2020 and how/or what to do about recognising this milestone is underway. A production of the book on the history of GSA is on the way and the 1st draft is being prepared.
- Jenny Barclay had resigned but has decided to stay on until next year and possibly until Easter.
- Annuity News is coming up with a new directory.
- A new GSA flier is being produced and will be sent out from Datacom in October. This is to capture a potential new members.
- A members' survey ~~are~~ is currently being prepared.

10 Sub Committees reports

a) Recruitment

It was feasible that a list of all members of the Wellington Branch could be provided to the committee members. This might assist committee members in checking on former colleagues who could be approached if they were not already members. However it was best to be shown on the computer, as the Secretary can retrieve information on the database rather than on the paper.

b) Honours

Nothing to report

- c) **Policy**
Nothing to report
- d) **Social**
Kay Monks reported that the Partners' Programme for Council did not take place this year. It was suggested that such a programme for Council in 2019 be advertised in the April newsletters in 2019.

11 General business

- a) **Christmas Luncheon**
As Kay Monks will not be able to attend the Christmas Luncheon, the Secretary Jirayu will manage all aspects of the function. She is the contact between Te Marua management and the Wellington Branch. Christmas crackers would not be included in the costs of \$30 per head. Kay would be able to order these in bulk. Placemats, raffle, door greeters, and lucky numbers ideas were mentioned.
- 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**
Tentative bookings for meetings in 2019 are planned for the Thursday in the 3rd week of every second month. When luncheon dates are fixed we must avoid school holidays.
- d) **Next Branch Committee Meeting and Christmas Function**
The last branch meeting will be on 4th December, held in conjunction with the last Board meeting for the year. The Secretary will check that both meeting rooms are booked. In response to a request from Jenny Barclay, Wellington Branch will ask that Bryan Whisker, Graeme Ellet and Val Watson, the latter two formerly SuperTravels, be invited to the luncheon on 4 December.

The meeting closed at 11.50 am

Jirayu Brennan
Secretary

Confirmed



Peter Chambers
Deputy Chair

Peter Chambers
Deputy Chair

Date: 4 December 2018