



Minutes Wellington Branch Committee

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A meeting of the Branch Committee held in Suite 2, Level 1, Anvil House, 138 Wakefield Street, at **10.00 am on Thursday 21 February 2019.**

Present

Ian Clunies-Ross (Chair & Convenor), Peter Chambers (Deputy Chair), Jirayu Brennan (Secretary), Janice Campbell, Kevin Duggan, Wilf Haskell, Graham Hill, Colin MacIntosh, Kay Monks, Alan Peck, Elizabeth Smaal, Mike Smith, Ray Woolhouse

1 Apologies

All committee members were present.

2 Minutes from 4 December 2019

On page 6, second to last paragraph, the last word 'assistance' should read 'assistant'.

It was agreed that the minutes of the meeting on 4 December 2018 be accepted as a true record. The Chair will sign the minutes before they go on the website.

Peter Chambers/ Ray Woolhouse

3 Matters Arising

a) GSA Board Vice-president

Hugh Rennie's advice as set out in paragraph 12 states:

"... it is competent under Rule 8.3 for the Board to make an appointment of a Board member to the position of Vice President.it would be important to make an appointment from amongst the elected Board members and not from any Board member who may have been appointed by the Board under the latter part of Rule 8.2. This will ensure that the Board member appointed as Vice President already holds a clear endorsement for Board membership from the members."

The Wellington branch committee supports Hugh Rennie QC's advice in para 12 above.

It was agreed that:

- 1 the advice regarding the appointment of a Board member to the position of Vice President as outlined by Hugh Rennie in para 12 of his response be agreed by the Wellington Branch and:

- 2 the Board be asked to consider amending the Rules in the GSA Constitution relating to the appointment of President and Vice president with a view to avoiding a similar situation in future years.

Alan Peck/Elizabeth Smaal

It was suggested that the Wellington branch send this motion to other branches suggesting that they might support part 2 of the motion above. The Chair will forward the above motion to the General Secretary.

b) Size of the GSA Wellington Branch Committee and Nomination Process

The constitution does not specify a specific number of committee members of each branch. The branch can decide the optimum size of its committee. Currently, 12 members sit on the Wellington branch committee comprising Chair, Deputy Chair and 10 committee members. There is no justification for reducing the size of the committee. It is important however that members make a contribution and are prepared to attend the committee meetings.

It was agreed that the nominations for the Wellington branch committee be advertised in the April newsletter. A nomination form will be included in the newsletter. The nominations will cover all positions Chair, Deputy Chair, and 10 committee members. The branch is particularly seeking a committee member from the Wairarapa. If nominations exceed what is required there will be an election. If there are insufficient nominations, the branch has the right to appoint further committee members. The nominations will close 1 week before the AGM (Wednesday 22 May). This information will be clearly laid out in the newsletter.

c) Composition of the branch sub-committees.

It was agreed to revisit this matter after the AGM.

d) AGM 2019

The date had been confirmed at Petone Working Men's Club (PWMC). PWMC have suggested a buffet menu costing \$35 per person. A buffet cost \$25 last year and had done since 2104.

A discussion of the function expenses was raised. There are four functions organised by the branch. While mid-winter and Christmas are classified as 'social' functions organised by the branch, and paid for by the members, the AGM is a governance function as is the luncheon held in the Wairarapa. Members should be encouraged to attend the AGM and Wairarapa members the meeting held in their area in September. The Treasurer believed the branch is in a strong enough financial position to provide its members with a luncheon following the AGM.

There was consensus that lunch at the AGM should be subsidised while members pay for their own drinks.

ACTION:

Elizabeth and Jirayu are to meet with PWMC next Thursday to discuss the menu, the cost and other options for a luncheon there on 29 May and to involve Dean, the function manager, in the discussions with the catering manager in order to reduce the cost to at least \$30.

e) Secretarial Three Month Review (8 February).

Ian, Peter and Elizabeth met with Jirayu for her 3 month performance review. The outcome was positive. Ian has yet to finish the report.

f) Printer issue.

The old inkjet colour printer requires a replacement. Repairs are not an economical option. Currently, the secretary uses the National Office laser printer (black and white). While the committee supported the idea of buying a new printer, the shared printer in the hallway on Level 1 provides for colour printing if required. National Office and Wellington branch contributed monthly cost to the shared printer in the hall way. It was agreed that Jirayu experiment with this arrangement for the time being and if this is not satisfactory, to raise the matter again with the committee.

5 Membership Trends

a) Wellington Branch Membership Report as at 31 January 2019

Member Trends	31-Mar-18	31 Jan 19	Change
Annuitant spouse	1,522	1,484	-38 (-2.4%)
Surviving spouse	794	776	-18(-2.26%)
Pre-annuitant	132	158	+26 (+19.7%)
Annuitant	2,828	2,740	-88 (-3.1%)
Pre-annu/spouse	99	121	+22 (22.2%)
Total	5,375	5,279	-96 (-1.78%)

b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1,990	412	148	190	2,740
Annuitant spouse	1,484	233	66	119	1,484
Surviving spouse	776	130	33	57	776
Pre-annuitant	158	0	3	4	158
Pre-annu/spouse	121	0	3	4	121
Total	4,529	775	253	374	5,279

c) National Membership Report as a Comparison

Member Trends	31-Mar-18	31 Jan 19	Change
Annuitant	14,821	14,282	-539(-3.6%)
Annuitant/Spouse	7,301	7,151	-150 (-2.05%)
Surviving/Spouse	4,358	4,268	-90 (-2.06%)
Pre-annuitant	463	568	+105 (+22.67%)
Pre-annu/Spouse	368	458	+90 (+24.45%)
Total	27,311	26,727	-584 (-2.1%)

The pre-annuitant increase is pleasing. Wellington's decrease in numbers is less than the national overall decrease.

6 Correspondence

The Chair had written a thank you email to Christabel who emailed to the branch how she spent the gift card from Moore Wilson. The gift card was from the branch to thank her for volunteering during the Christmas function last year and in previous years.

7 Finance

a) Accounts to 31 January 2019

The branch is in a very strong financial position. A comment at the 2018 AGM about the surplus that year suggests that consideration should be given to ensuring that in March 2019 the surplus is reduced hence the suggestion that luncheons for business meetings be paid for by the branch and not the members. However, it still requires a quality budget ahead for 2019/20.

b) Payments

The following tables list the payments made for December and January:

December 2018

Date	Expense	Amount	Payee
4 Dec	Refund X mas function to its member	\$58	W.R & Janet Chandler (members)
12 Dec	Bus to Te Marua	\$519.80	Transit Coachlines
14 Dec	Wages	\$657.80	Secretary
18 Dec	Income Tax	\$436.80	IRD
20 Dec	Rent	\$231.13	GSA National Office
28 Dec	Wages	\$657.80	Secretary
	Total	\$2,561.33	

January 2019

Date	Expense	Amount	Payee
11 Jan	Wages	\$657.80	Secretary
18 Jan	Income Tax	\$145.60	IRD
18 Jan	Reimbursement for Taxi to Te Marua	\$23	Jennifer Wilkinson (member)
21 Jan	Rent	\$231.13	GSA National Office
25 Jan	Wages	\$657.80	Secretary
	Total	\$1,715.33	

c) Credit Card

The Finance Sub-committee approved a credit card with a limit of \$500 for the Secretary. This will replace the former petty cash system. Refer 10c below.

d) Payment Process

See Finance Sub-Committee report section 10d below.

8 MacKenzie Trust

Elizabeth Smaal reported that to access funding for the cost of hiring buses, the request needs to be approved in advance by the MacKenzie Trust Trustees.

ACTION: Elizabeth is to prepare an article for the newsletter encouraging members who need extra help with transport to any of the Branch's luncheon, to be sure to tick the MacKenzie Extra Help box when sending in their payment slip or by contacting Virginia Breen on the phone number provided.

9 Board Report

Mike Smith reported as follows:

- a) Branches' comments on a process of appointing the Board Vice-President was due at the end of February. It was not yet certain as to what kind of comments other branches are making. Another Council meeting is approaching and the issue of Vice-President has not yet been resolved.
- b) Bryan Whisker will likely stand again for election to the Board. It was suggested that with his knowledge and experience with GSA, he could be seconded so as to keep him with the Association.
- c) The President had been trying to visit all branches. He has been to Taranaki and the North. He is planning to attend AGMs in the South Island. He may attend the Wellington AGM .
- d) There was still no progress regarding the COLA petition to Parliament last year. The Board had received a copy of a report from the Treasury whose advice was not quite correct. It was amended and returned. However, there was still no indication as to when GSA might hear further from the Government.
- e) A poster has been created and circulated to clubs and organisation encouraging Government Super-annuitants to join GSA. This seems to have been well received. It is definitely in Wellington but it could also have been distributed nationwide.
- f) The financial report the Board presented at the Council meeting in 2018 had a number of errors. More care will be needed in future and work has been put in place to rectify the situation.
- g) The Council meeting for 2019 was booked at the West Plaza hotel but the alternative venue, Rydges at Wellington Airport was being explored.

10 Sub Committees reports:

a) Recruitment

Ian Clunies-Ross reported that the Electoral rolls had been located and will be used as a starting point for further checking of membership of GSA. Ian and Jirayu will meet at a later stage to discuss how this can be best managed.

b) Honours

Nothing to report.

c) Policy

Refer item 3b above

d) Finance

Peter Chambers reported that the Finance Sub-Committee had met on Friday 18 January. The meeting notes had been circulated to the Branch Committee. The subcommittee discussed the following;

- i) Timesheet and hours of employment for the secretary. The Secretary was now to be added to the payroll system of the National Office.
- ii) Accounts for payment. These are to be itemised and included in the minutes of 4 December 2018. MacKenzie Trust and SuperTravel funds accounts for payment were discussed.
- iii) All invoices are to be processed and authorised on 20th day of each month. If any urgent payment is required, it can be managed as a separate transaction.
- iv) A credit card with a limit of \$500 funds is in place. This is a replacement for the petty cash system.
- v) Members paying by cheque. The bank charges \$1 for a presentation fee. There was a discussion regarding members being asked to pay this fee if they pay by cheque. It was agreed that the branch would need to raise members' awareness of the incurring fees but not seek reimbursement. The Branch committee did not support the sub-committee's suggestion that members should be asked to pay the \$1 fee.

ACTION: Information about the presentation fee for cheque payers will be included in the newsletter but members will not be asked to include this fee in their payment.

e) Social

Kay reported. A question was raised as to whether or not a partner programme at Council was still supported by Wellington branch. It was agreed that Wellington members could be included in any programme arranged and that Kay should provide information about this programme to be included in the newsletter.

There is a new venue, Rydges, at Wellington airport which could be explored as a possible venue for future luncheons. It has all facilities, including conference rooms and ample parking. A visit will be arranged.

The Railways has another social gathering on 12 June at Petone Working Men's club. Mike will send information to be included in the newsletter.

11. General business

a) Calendar for 2019 (attached)

A final version is now available.

b) Branch Committee meetings 2019

All confirmed and meeting rooms are booked.

c) April Newsletter

The deadline for the branch to send its newsletter to National Office is 11 April and the National mails out are on 26 April. Anything to be included in the newsletter must be sent to the Chair by the end of March.

d) Secretary's coming leave and office hours

Jirayu has proposed her office days to be mainly on Wednesdays and Thursdays. She will work from her home on Fridays.

e) Meetings payments

Each committee member will be paid \$15 per meeting before 31 March each year. The Secretary asked committee members to send in the claim for their meeting attendance from April 2018 but the meeting agreed that this information should be gathered from the minutes and subcommittee minutes.

It was agreed that the attendance payment covered such things as travel or parking expenses. If members wish to claim for these that must be done using the official Expense Reimbursement Claim form.

Secretary
Jirayu Brennan

Meeting closed at: 12.00

Confirmed:



Ian Clunies-Ross
Chair