



Minutes

Wellington Branch

18 June 2020

Secretary
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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 18 June 2020.**

Present:

Ian Clunies-Ross (Chair & Convenor), Peter Chambers (Deputy Chair), Kevin Duggan (arrived later), Graham Hill, Kay Monks, Alan Peck, Elizabeth Smaal, Mike Smith, Bryan Whisker and Ray Woolhouse.

1 Welcome:

The chair welcomed all committee members to this first in-person meeting post CoVid-19. The Chair, on behalf of the branch committee, congratulated Alan Peck on his appointment to the Government Superannuation Fund Authority (GSFA) Appeals Board.

2 Apologies:

Kevin Duggan for joining an hour later.
The Chair moved that the apology be accepted.

Ian Clunies-Ross

3 Minutes from the Meeting held on 21 May 2020:

It was agreed that the minutes of the meeting held on 21 May 2020 be accepted as a true and correct record.

Mike Smith/Kay Monks

4 Matters Arising:

a) Council Meeting

Council will be held on 4 and 5 September at West Plaza Hotel. The Branch Chair and Deputy Chair will be the branch delegates for the 2020 Council meeting. There will be no Observers this year.

Mike Smith and Alan Peck were nominated for the Board and their completed nomination forms have been sent to National Office.

b) The Kapiti Branch Proposal

The committee discussed the paper from the Horowhenua/Kapiti (H/K) Branch proposing that Wellington branch manage membership administration for the H/K branch. An initial discussion with H/K branch regarding the scope of the work including tasks and hours of work provided some ground work for Wellington to understand what H/K were requiring. It was agreed that this arrangement would be long term. A contract would be drafted covering an additional 2 hours per week initially for the Wellington branch secretary. The Wellington branch will pay their secretary the additional 2 hours a week and invoice H/K

monthly. The contract will be reviewed after 3 months. This initial 3 months would allow the secretary to capture the actual hours needed for the work required by H/K branch. It was noted that this model could be applied to other branches around the country. The branch will seek input from National Office, once the contract was drafted.

MOTION: THAT Wellington branch adopts the proposal from the Horowhenua/Kapiti branch that the Wellington branch Secretary administer a membership function on its behalf. An additional 2 hours per week to carry out this function will be add to the contract for the Secretary. The contract will be reviewed after 3 months.

Ian Clunies-Ross/Kay Monks

c) **Social Functions** (to be discussed under 10. d)

d) **Public liability insurance**

National Office responded to the branch enquiry regarding the position of the branch with regard to its public liability obligations. The General Secretary has advised that all GSA branches had a moral responsibility to members to inform them of any potential hazards at functions. However the branch did not have any legal responsibility for members' accident/injury when attending functions. This matter will not be pursued any further.

5 Membership Trends

a) Wellington Branch Membership Report as at 29 May 2020

Member Trends	31-Mar-20	29 May-20	Change
Annuitant	2,594	2,565	-157 (-5.8%)
Annuitant spouse	1,426	1,413	-63 (-4.3%)
Surviving spouse	773	766	-4 (-0.5%)
Pre-annuitant	141	139	-18 (-11.5%)
Pre-annu/spouse	109	108	-12 (-10%)
Total	5,043	4,991	-254 (-4.8%)

b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1,860	389	144	172	2,565
Annuitant spouse	1,022	222	64	105	1,413
Surviving spouse	528	146	33	59	766
Pre-annuitant	134	0	3	2	139
Pre-annu/spouse	103	0	3	2	108
Total	3,647	757	247	340	4,991

c) National Membership Report as a Comparison

Member Trends	31-Mar-20	29 May 20	Change
Annuitant	12,805	13,384	-579 (-4.5%)
Annuitant/Spouse	7,222	6,800	-422 (-5.84%)
Surviving/Spouse	4,379	4,108	-271 (-6.18%)
Pre-annuitant	519	501	-18(-3.4%)

Pre-annu/Spouse	411	395	-16(-3.89%)
Total	25,336	25,188	-148 (-0.58%)

It was noted that the Wellington Branch membership had dropped below 5,000, a 4.8% drop in 2 months. The committee discussed ways to increase membership numbers. It was suggested that accessing the public service lists from the 1990s and comparing names with those on the current electoral rolls could identify public servants who were not members of GSA. These people could then be approached directly. It was commented that these annuitants have already been given many opportunities to join but have declined to do so.

It was noted that the only official contact GSA has with non-members is via the recruitment brochures Datacom and GSFA send out to annuitants. GSA had a successful recruiting of members four years ago when Datacom permitted an encouraging letter written by the GSA president to be sent out in Datacom's mail-out. Datacom has not allowed GSA to repeat this exercise but it might be worth while asking again.

Following up on surviving spouses is also a way to retain a spouse's GSA membership. Numbers of surviving spouses get support from GSA to access their annuity from Datacom. A letter is sent out by Datacom to surviving spouses providing advice following the death of a husband/wife, support not available to non GSA members. It was more practical for a smaller branch to follow up via telephone than a bigger branch.

Checking the GSA database, electoral roll, and other lists would be useful for recruiting members. It was agreed that the recruitment subcommittee would meet to decide on how to approach this project.

ACTION: Recruitment subcommittee to meet to set up a recruitment project.

Kevin arrived 10.55am.

6 Correspondence

Nothing to report.

7. Finance

a) Accounts to 31 May 2020

The financial report was circulated to committee members prior to the meeting. The finances of the branch are in a strong position. There had been little activity in the branch since the CoVid-19 pandemic lockdown resulting in a satisfactory surplus to date.

b) Payments

The following tables list the payments made for **April** and **May**:

April 2020

Date	Expense	Amount	Payee
3 Apr	Wages	\$682.12	Secretary
17 Apr	Wages	\$ 682.12	Secretary
17 Apr	PAYE Tax return	\$335.24	IRD
17 Apr	Wireless mouse for laptop	\$35.99	Noel Leeming (credit card)
17 Apr	Account Review	\$500	Kevin Duggan
20 Apr	Rent	\$231.13	GSA National Office.
22 Apr	Committee Meeting February	\$15	Kevin Duggan

	TOTAL	\$2,481.60	
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May 2020

Date	Expense	Amount	Payee
1 May	Wages	\$682.12	Secretary
15 May	Wages	\$682.12	Secretary
18 May	PAYE Tax return	\$335.24	IRD
18 May	Printing & papers (WFH)	\$22.64	Secretary
18 May	Anvil House cluster (electricity, cleaning)	\$18.80	GSA National Office
20 May	Rent (50% discount)	\$102.40	GSA National Office
	TOTAL	\$1,843.32	

The above payments for April and May 2020 were noted and approved.

Kevin Duggan/Alan Peck

8. Mackenzie Trust – Nothing to report.

9. Board report – Alan reported.

- a) The Board had the last meeting in May with the next meeting scheduled for 30 June.
- b) The Board was working on two papers for presentation to Council. One is on an increase to membership subscriptions and the other is a policy regarding branch amalgamations. These proposals will be presented at the Council in September.
- c) The Council and the Centennial Book Launch at Parliament in September are scheduled to go ahead as planned.
- d) The draft of the Centennial book has been sent out to senior members of GSA to comment on before it goes finally to print.

10. Sub Committees reports:

a) Recruitment

The recruitment poster was put up on notice boards around Wellington and Wairarapa prior to the lockdown. Three public libraries have dispensed with their public notice boards. Some of the sport clubs have taken the notice down.

It was suggested that these notice boards be revisited once a year and posters replaced if necessary.

b) Honours - Nothing to report

c) Policy - Nothing to report

d) Finance - Refer item 7

d) Social

I. Mid-winter luncheon

The branch decided to go ahead with the Mid-winter function on 26 August at the James Cook Hotel.

A. There were 15 members booked to attend so far.

B. A guest speaker would usually be invited to speak at the mid winter luncheon. Two suggestions were made. The GSA President Tony Hamilton also could be approached to attend and speak at the mid winter function.

ACTION: Kay to arrange the guest speaker for the mid-winter function at the James Cook Hotel on Wednesday 26 August with Tony Hamilton to be invited to attend the function mid-winter luncheon.

- C. It was suggested that members would need to be advised that the luncheon was to go ahead. This could be done via the website, a letter and email, any message to include a return receipt (as in the April newsletter) for confirming a booking.

ACTION: Secretary to draft the letter reminding members of the remaining functions (Mid-winter, Wairarapa and AGM/Centennial/Christmas functions), this letter to be sent to those Wellington branch members who do not live overseas and circulated either by email or by post.

II. Wairarapa 24 September

- A. There were nine members booked to attend the function so far.
- B. The venue was booked at Masterton Club on Thursday 24 September. The cost for the buffet lunch will be \$30 per person.
- C. It was suggested that a reminder of the Wairarapa luncheon be included in the letter going out to members advertising the mid-winter function.

III. AGM, Christmas & Centennial Celebration Plan

- A. The branch will hold its AGM in combination with the Centennial Celebration and Christmas function on Thursday 26 November
- B. The AGM nomination forms will be included in the October Newsletter.

ACTION: Secretary to incorporate the nomination forms into the October Newsletter.

- C. The branch agreed to hold the end of year function at Silverstream Retreat. Accessibility was excellent and the conference room spacious. Venue hire \$575 plus GST, and \$37.50 per person buffet lunch was agreed. It was noted that the branch had to ensure that members did not expect dinner buffet at the function.
- D. Transport will be required.
- E. The committee discussed guest speaker/s at the function. Roger Openshaw, the author should be invited as an appreciation for his work writing the history. Tony Hamilton, GSA President who agreed to speak at the AGM will be invited to speak. It was agreed that the social committee would organise guest speakers.

ACTION: Kay to contact Tony Hamilton to speak at the AGM.

- F. The National Office sent out an email asking branches to provide information regarding their centennial celebration. If Wellington wished Roger Openshaw to attend their function then they needed to advise National Office as National Office will coordinate this for all branches.

ACTION: Secretary to respond to the National Office regarding Roger Openshaw's attendance at the Wellington branch centennial function.

- G. It had been agreed that a memento for members attending the centennial celebration would be investigated. \$5 was suggested as an acceptable cost.

ACTION: Elizabeth to be in charge of obtaining quotes for a memento and reporting back to the committee.

IV. October Newsletter Deadline

It was agreed that the original deadline of 8 October worked for the Wellington Branch.

V. Proposal from the Board to Increase the Membership Fee

The branch is to make a decision on the proposal before the council meeting. The proposal was being revised and the National Office would send the proposal out to all branches. It was agreed that the committee would discuss this item at the next committee meeting.

ACTION: Secretary to send out the proposal once it becomes available and to include this proposal on the agenda of the committee meeting on 20 August.

VI. Railway Social club

The committee was reminded Wellington Branch Railway Social Club mid-winter luncheon is scheduled for 15 July. The Railways Social Club will be asking Wellington Branch for access to its funds held by GSA Wellington Branch.

11. General business.

The next branch committee meeting would be on Thursday 20 August at 10am. It would be at Level 1 Anvil House, Wakefield Street.

The meeting closed at 12.18pm

Jirayu Brennan,
Branch Secretary



Confirmed:
Ian Clunies-Ross,
Chair