



Minutes Wellington Branch 15 October 2020

Secretary
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A meeting of the Branch Committee held in Suit 2, Level 1, Anvil House, 138 Wakefield Street, Wellington at **10.00 am on Thursday 15 October 2020.**

Present:

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

1 Welcome:

The Chair welcomed all committee members to the meeting. He noted that the year 2020 had been peculiar due to the outbreak of COVID 19. Numbers of functions were cancelled. The Wairarapa luncheon held on 24 September at Masterton Club was excellent. The Chair thanked all the committee for their resilience in getting through 2020.

2 Apologies:

There were no apologies.

3 Minutes:

a) Committee Meeting held on 20 August 2020

It was agreed that the minutes of the meeting held on Thursday 20 August 2020 be accepted as a true and correct record.

Elizabeth Smaal/Ray Woolhouse

b) Matter arising from the minutes:

i. Increased Membership Subscription

The council voted for an increase of the subscription to \$2.50 per payment (\$32.50 per year). Overall, GSA held more than a million dollars of funds and assets. One of the risks increasing the fee was that the annuity might be cut if inflation was negative. GSA lost a few members in the past during such a period of inflation. The inflation rate needed to be over 0.5% to have an impact on GSA members. Checking with Treasury regarding the Consumer Price Index would be useful to prepare all in dealing with negative inflation.

ii. Workshops at Council

There were a number of workshop discussions at the Council on the future of GSA. The Board has discussed the issues that came from these workshops. The Board has established nine working groups and subcommittees to work on ideas from these workshops.

iii. Amalgamation Policy

Wellington and Horowhenua/Kapiti branches working together would be an example of how other branches could be working together in the future.

iv. Cheques

BNZ will follow the same step as Kiwibank, cancelling the usage of cheques in June 2021. It was forecasting other banks would be doing the same. Cash payment would be how some members would pay for attending functions as was evident at a recent Wairarapa luncheon.

4 Matters Arising:

a) Wellington & Horowhenua/Kapiti Branch Business

Currently all Wellington members who dialled the 0800 number would reach the office in Wellington. National Office had been taking these calls when the branch secretary was not in the office. A proposal from the H/K branch that the Wellington secretary cover all the calls from H/K's members, would unavoidably increase the pressure on National Office.

In order to solve the issue, two options were discussed at the meeting. One option would be to have a hierarchy call system for 0800 calls. For example, press 1 for National Office, 2 for Wellington and 3 for Kapiti. Then for those who pressed 2 & 3, the calls would divert to the Wellington secretary's cell phone. The second option would be to have a new cell phone for the Wellington branch with all the calls diverted to the cell phone.

The committee was in favour of the second option that the branch purchase a new cell phone. It would be beneficial to all parties concern. The Secretary would be able to divert all the calls to a voice message when she was not working. It was suggested that Jirayu explore/research the business cell phone and a plan, and the committee would authorise the Chair to approve the options she proposed.

The Executive Office will address this issue with the Board and will then discuss options with the Wellington Secretary. Wellington branch was to notify the outcome to Wellington branch committee.

MOTION: THAT Jirayu explore options for a business cell phone for GSA and present a proposal to the Chair to sign off on behalf of the committee.

Alan Peck/Bryan Whisker

The Wellington Secretary has been invited to attend the AGM of the H/K branch. It was a good initiation for branches to start interacting and working together. Wellington branch, where appropriate, should interact or liaise with neighbouring branches. Working together helped each branch to understand challenges and practices, and to learn from it. Currently each GSA branch operates independently.

ACTION: THAT the H/K Branch Chair and Treasurer, who work directly with Jirayu, be invited as guests to attend the Wellington Branch AGM and Centennial Celebration on 26 November.

b) 2021 AGM

Tony Hamilton, the GSA President, has accepted the invitation to be a guest speaker at the Wellington Branch 2021 AGM. His plan for 2021 was to visit 10 branches with Wellington being one of them. The branch will work on the details of location, time, and transport arrangement for him. The Chair offered to pick up/drop off Tony from the airport on the day.

National Office proposed that Roger Openshaw would be willing to attend/speak at the AGM. The committee agreed that it was best to have the President only.

ACTION: Jirayu will advise National Office.

The committee agreed that Petone Working Men's Club would be an appropriate venue for the 2021 AGM. The lift was upgraded last year.

ACTION: Jirayu to check with Petone Working Men's Club regarding accessibility before making a booking for the AGM.

5 Membership Trends**a) Wellington Branch Membership Report as at 30 September 2020**

Member Trends	31-Mar-20	30 Sep 20	Change
Annuitant	2,594	2,521	-73 (-2.81%)
Annuitant spouse	1,426	1,396	-30 (-2.10%)
Surviving spouse	773	760	-13 (-1.68%)
Pre-annuitant	141	130	-11(-10.14%)
Pre-annu/spouse	109	104	-5(-4.59%)
Total	5,043	4,911	-132(-2.61%)

b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1,835	380	137	169	2,521
Annuitant spouse	1,012	217	62	105	1,396
Surviving spouse	522	145	35	58	760
Pre-annuitant	125	0	3	2	130
Pre-annu/spouse	99	0	3	2	104
Total	3,593	742	240	336	4,911

c) National Membership Report as a Comparison

Member Trends	31-Mar-20	30 Sep 20	Change
Annuitant	12,805	13,143	338 (2.63%)
Annuitant/Spouse	7,222	6,704	-518 (-5.39%)
Surviving/Spouse	4,379	4,049	-330 (-7.53%)
Pre-annuitant	519	489	-30(-5.78%)
Pre-annu/Spouse	411	393	-18 (-4.37%)
Total	25,336	24,778	-558 (-2.20%)

The Committee discussed information from Simon Tyler, Chief Executive of GSFA's presentation at the Council regarding membership numbers and the annual report from GSF. There was an anomaly in the statistics for pre-annuitants who contributed to the fund. The figure had dropped by nearly 2600 members which was significant. The difference could be caused by pre-annuitants who dropped out at an early stage of their working life, data missing during a transfer from an old to new computer system, they could have moved from pre annuitant to annuitant category, they could have passed away and/or relocated.

6 Correspondence

Nothing to report

7 Finance

a) Accounts to the end of September 2020

The financial performance and reports were circulated to the committee. The current deficit was higher than budgeted as the branch purchased a new laptop which was essential. By the end of the financial year the treasurer was forecasting the branch would be in surplus.

The increase in membership subscriptions, approved at Council, would increase the branch income by 25%.

b) Payments

The following tables list the payments made for **August** and **September**:

August 2020

Date	Expense	Amount	Payee
6 Aug	Automatic payment set up fee	\$5	Kiwibank
7 Aug	Wages	\$682.12	Secretary
10 Aug	Automatic payment set up fee	\$5	Kiwibank
17 Aug	Wages (H/K Branch operation)	\$ 42.96	Secretary
17 Aug	Railway Social club	\$136	Ray Woolhouse
17 Aug	Mileage & Parking	\$21.00	Ian Clunies-Ross
17 Aug	Laptop case	\$56	Apple Guy
17 Aug	H/K Branch Stationary	\$311.49	Warehouse stationary
17 Aug	Rent	\$204.80	GSA National
17 Aug	Anvil House Cluster (Cleaning, electricity, etc.)	\$44.32	GSA National
17 Aug	Printing & Photocopy	\$21.39	GSA National
17 Aug	IT Laptops service	\$736	NEOS System LTD
17 Aug	PAYE Tax return	\$335.24	IRD
17 Aug	Courier documents to Ray Woolhouse	\$8.50	NZ Post
19 Aug	Rent (double paid but refunded)	\$204.80	GSA National
20 Aug	Wages	\$768.08	Secretary
28 Aug	Mid-Winter Luncheon refunded	\$360	GSA members
	TOTAL	\$3,942.70	

September 2020

Date	Expense	Amount	Payee
4 Sep	Wage	\$768.08	Secretary
16 Sep	Anvil House Cluster (Cleaning, electricity, etc)	\$32.32	GSA National

16 Sep	Printing & Photocopy	\$5.90	GSA National
16 Sep	Centennial Books x 2	\$80.00	GSA National
16 Sep	Mid-Winter Luncheon refunded	\$60.00	GSA Member
16 Sep	Courier to Ray Woolhouse	\$7.00	NZ Post
16 Sep	Fee for Credit card	\$6.25	Kiwi Bank
16 Sep	PAYE Tax return	\$376.31	IRD
18 Sep	Wage	\$768.08	Secretary
21 Sep	Rent (automatic payment)	\$204.80	GSA National
22 Sep	Direct Debit credit card	\$0.65	Kiwi Bank
	TOTAL	\$2,309.39	

Few questions about the credit card usage were asked and clarified. The Branch Secretary explained the process of monthly payments which involved one committee member authorising all payments including a credit card invoice. The spending limit on the credit card is \$500 monthly. It was suggested that in the payment table, the items purchased by credit card could be noted.

The payments were noted and approved.

Elizabeth Smaal/Mike Smith

c) MYOB new coding for Horowhenua/Kapiti branch

The branch secretary reported the new coding for MYOB was created to reflect and capture a transaction/payment between Wellington and H/K branches. Kevin noted that this new coding would enable the branches to know the operation costs between branches.

8 MacKenzie Trust

The Trust was able to assist members who needed transport to attend GSA functions. Elizabeth agreed to check if the Trust would cover the bus hire for the centennial luncheon.

9 Board Report – Alan Peck report.

- a) A Board meeting was held on Tuesday 13 October and was the first meeting since the Council. There were seven Board members present. There are no appointed members.
- b) Six subcommittees were established:
 - i. Honours
 - ii. Finance
 - iii. Membership which focuses on recruitment, retention, and members' needs
 - iv. Branch support liaison
 - v. Employment- focused on the future of GSA with regard to hiring, firing, and managing its employees throughout the organisation.
 - vi. Constitution-a new subcommittee which will focus on amendments and changes to the constitution to embrace the changing organisation. This would include looking at the use of technology to organise online meetings.
- c) Two branches opted not to be present at the Council meeting due to the Covid 19 pandemic. This resulted in six missing votes at the Council meeting. The constitution did not have a clause on proxy voting which could be a future possibility. The constitution subcommittee would investigate.
- d) The Board discussed the future of GSA. The practicalities of suggestions from the nine working groups at Council would be investigated. One common theme from these workshops was 'centralisation'. The smaller GSA becomes the more likely it will be that branches will need to work together. Wellington and Horowhenua/Kapiti working together is a good example of what might work well.

- e) The amalgamation policy was approved and would be rolled out over the next 12 months. There is still work to be done at the Board and subcommittee levels, including what can be done to support branches. This will be reported on at Council 2021.
- f) The Board also discussed the employment of all branch secretaries around the county. In theory, GSA is the employer for all secretaries. Centralised tax payment by National Office would be the way of the future. Each branch still has a role to hire each secretary.
- g) Life membership was awarded to Maurice Sinclair, and Michael Law at Council.

10 Sub Committees reports:

a) Recruitment

The Chair suggested the branch know the cost of the public service listings book before proceeding with the suggestion that the recruitment subcommittee match the list of public service names with the electoral roll. Bryan offered to find out what the public service book would cost.

ACTION: THAT Bryan Whisker find out the cost of the public service book and seek the Chair's approval to purchase.

It was noted that the recruitment posters that were put out in Wellington & Wairarapa in February 2020, would require a follow up to understand how many were still on the noticeboards and if information on the poster required an update.

ACTION: THAT the committee follow up on the recruitment posters that were distributed in local areas in February 2020. The allocations were:

- Peter Chambers and Kevin Duggan: Lower Hutt
- Graham Hill: Miramar
- Ray Woolhouse: Island Bay, Berhampore and Newtown
- Ian Clunies-Ross: Johnsonville, Ngaio and west of Wellington
- Bryan Whisker: Wairarapa

b) Honours

Nothing to report.

c) Policy

Nothing to report.

d) Finance

Nothing to report.

- e) **Social** - Social subcommittee meeting notes had been circulated prior to the meeting. Elizabeth reported.

AGM & Centennial Celebration Plan

1. The word 'Christmas' has been removed from the title given to the November luncheon. However, Christmas elements, such as Christmas music and a Christmas dessert would be negotiated.

2. AGM commencing time was changed to 11am from 11.30am. so that guests had more time to socialise after the AGM and prior to commencement of the luncheon.
3. The subcommittee discussed the layout of the room(s), and the practicality of holding the AGM and the luncheon in the same space. The Social committee is to revisit the venue to work out the logistics. The role of the MC will be to guide the guests moving between functions.
4. Book order forms would be placed at each table. It would be less expensive for some to purchase a book at the luncheon as a postage charge was added when a book was ordered from National office.

ACTION: THAT the Secretary will arrange for 12 copies of the book to be available for purchase at the celebration.

5. The bus will depart from Wellington Railway Station Platform 9 at 10am. Graham volunteered to be a marshal on the bus.
6. A copy of the placemat had been circulated. The following suggestions were made:
 - Alter the font so it is easier to read.
 - Substitute the information about 'GSA & What we do' with information about the centennial and the book.
 - Removed the list of committee members as it would not be relevant on the day. (AGM was carried out just before the celebration).
 - Insert 'Please Turn Over' at the bottom of the 1st page.

ACTION: Jirayu to amend the placemat incorporating the above feedback.

7. Alan, who agreed to assist with Christmas Carol background music, would prepare the material but Jirayu will take over the task of managing the music on the day, as Alan could not attend.

ACTION: Alan to work with Jirayu regarding the Christmas music at the celebration.

8. National office was working on the photos to be used by all branches at their centennial celebration.
9. Each guest will receive one complimentary drink.
10. Spot prizes: There will be two spot prizes – a copy of the centennial book. Kay agreed to take care of the spot prizes.

ACTION: Kay Monks is in charge of the spot prizes for the celebration.

Kay Monks and Mike Smith left the meeting at 12 noon.

11. The meal had been changed from a luncheon to a dinner menu. The price is now \$39.50 excluding GST.

12. Memento –The committee approved of the tote bag with the logo with black lettering. The bags will be delivered directly to Jirayu. If more than 100 members attend, then it might be possible to order more bags and post them out to members who miss out.
13. Guest invitations will go out to Wellington Branch life members, to the H/K chair and secretary and to Jenny Barclay. The MC could acknowledge the past GSA Presidents and life members who attend the celebration. It was a 100 years anniversary and these life members contributed significantly to the GSA.

ACTION: Jirayu and Elizbeth to work on the letter and the list of guests.

14. The bus will depart the venue at 2.15pm.
15. The Chair/MC will acknowledge, at the beginning of the AGM, those who have passed away and also acknowledge the MacKenzie Trust and SuperTravel funds as they enable members to attend these functions.

Chair thanked Elizabeth for the update.

11. General business.

- a) Chair reminded members that the Centennial Celebration would be 26 November, and the last Committee meeting would be on Tuesday 1 December 2020. This last meet will be followed by a combined 'End of the Year' gathering with the National Office at Level 1, Anvil House, 135 Wakefield Street, Wellington.
- b) The mileage claim for committee members, as decided by the Board, was now \$0.73 per kilometre. Public service mileage claim was \$0.79.

The meeting closed at 12.20pm

Jirayu Brennan,
Branch Secretary



Confirmed:
Ian Clunies-Ross,
Chair