



Minutes Wellington Branch 1 December 2020

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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 Tuesday 1 December 2020.**

Present:

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

1 Welcome:

The Chair welcomed all committee members to the meeting.

2 Apologies:

Alan Peck (attending a Board meeting) and Kay Monks and Peter Chambers (for late arrival)

3 Minutes:

a) Committee Meeting held on 15 October 2020

It was **MOVED THAT** the minutes of the meeting held on Thursday 15 October 2020 be accepted as a true and correct record.

Mike Smith/Kevin Duggan

4 Matters Arising from the Minutes:

a) 0800 issue with Wellington & Horowhenua/Kapiti Branch. Jirayu reported.

After exploring the telephone options for Wellington branch, 2degrees offered the best business telephone plan and a discount for purchasing the mobile phone. The monthly plan for the business phone, including the new landline and cell phone numbers, and a voice message, was between \$45 to \$58 plus GST. The new landline number would resolve the issue of the National Office answered the calls for Wellington branch business. The 0800 number can be diverted to this new number. It would serve all purposes. The branch will be required to pay a monthly bill for a telephone which was not the case in the past.

The different prices for each plan depended on the internet data available on the phone. The Secretary commented that the branch did not require a lot of internet data in the package as it could be accessed at the office or at her home where she had unlimited data. Having available internet data on the cell phone would be useful when working remotely when no internet available.

After comparing the prices of a variety of different phones, iPhone SE 64 GB was considered the best. The monthly cost for the phone would be \$10.38 including GST on a 24 month interest free plan. To receive a discount, the phone needed to be on a 24 month interest free plan.

It was **MOVED THAT** Jirayu organise the purchase of the new cellphone, iPhone SE 64GB, on a 24-month interest free plan, and the Business phone package of \$45 plus GST with 2degrees.

Mike Smith/Ian Clunies Ross

The Committee asked if 2degrees, after the 24 months period, had an offer of a new cell phone. This should be explored after signing the contract.

ACTION: Jirayu will ask 2degrees if it offered a replacement cellphone when the 24 month contract expires.

It was agreed not to seek a rebate on rent with the National Office once the branch had its own telephone landline. The need for a branch landline was to enable the Wellington Branch Secretary to answer calls from H/K branch members. The Wellington Branch Secretary had worked for the H/K membership administration since August 2020 but was unable to assist with answering the calls from its members. It was suggested that the expenses for the telephone should be raised with H/K branch in February 2021 when the review of Jirayu's service for H/K is due. Any shared costs should be on a one in five ratio since their membership numbers were a lot less than Wellington branch.

ACTION: Jirayu will advise H/K branch of the new telephone arrangements and the potential cost to H/K branch.

Peter noted that he talked to Horowhenua/Kaptit Branch at the AGM. They were pleased with the membership service provided by Wellington branch. The Branch Secretary was thanked for the good service provided to H/K.

Kay Monks arrived at 10.17am

b) 2021 AGM

It was confirmed that the AGM 2021 was booked at Petone Working Men's Club. The committee agreed the venue was feasible and practical. The price of a buffet lunch would likely be increased in 2021.

ACTION: Jirayu to check in with Petone Working Men's Club after the New Year for the price of the buffet, etc.

5 Membership Trends

a) Wellington Branch Membership Report as at 30 November 2020

Member Trends	31-Mar-20	30 Nov 20	Change
Annuitant	2,594	2,510	-84 (-3.23%)
Annuitant spouse	1,426	1,399	-27 (-1.89%)
Surviving spouse	773	759	-14 (-1.81%)
Pre-annuitant	141	131	-10 (-7.09%)
Pre-annu/spouse	109	105	-4(-3.66%)
Total	5,043	4,904	-139(-2.75%)

b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1,826	379	137	168	2,510
Annuitant spouse	1,013	217	63	106	1,399
Surviving spouse	521	145	35	58	759
Pre-annuitant	126	0	3	2	131
Pre-annu/spouse	100	0	3	2	105
Total	3,586	741	241	336	4,904

c) National Membership Report as a Comparison

Member Trends	31-Mar-20	30 Nov 20	Change
Annuitant	12,805	13,101	+296 (2.31%)
Annuitant/Spouse	7,222	6,737	-485 (-6.71%)
Surviving/Spouse	4,379	4,019	-360 (-8.22%)
Pre-annuitant	519	489	-30(-5.78%)
Pre-annu/Spouse	411	391	-20 (-4.86%)
Total	25,336	24,737	-599 (-2.36%)

6 Correspondence:

One member had approached the Secretary regarding the information about CoLA in the 2020 October newsletter. He had misunderstood the information provided. The Chair had contacted and explained the matter to him. He was reassured and satisfied with the clarification.

Peter arrived at 10.40am

7 Finance:

a) Accounts to the end of November 2020. Peter reported.

The financial performance and reports had been circulated to the committee. As of November, the finances of the branch are in good shape. There were a number of matters that arose from the 2020 AGM.

- I. In the financial report, 'Organisation' in the expenditure should have been itemised. This issue was raised by a member and recorded at the 2019 AGM. It was agreed that this detail must be provided in the next financial report.

ACTION: To itemise 'Organisation' expenditure in the financial report 2020/2021.

- II. A question from a member at the AGM related to a substantial increase in the line item 'remuneration' from \$14,203 to \$21,745 between the 2019-2020 financial years. It was generally accepted that any detail regarding the Secretary's remuneration should not be discussed at the AGM. The key explanation for the sharp increase was that the branch secretariat was vacant for almost half of that year. It was agreed that Peter would contact the member who raised the question and explain the situation.
- III. It was noted that in the financial report ending November 2020, an expense for Horowhenua/Kapiti branch should be itemised in a separate line. This will make it easier to see the transaction between two branches.

ACTION: Kevin Duggan will create/itemise a separate line for H/K expenses in the next financial report to the committee.

b) Payments

The following tables list the payments made for **October** and **November**:

October 2020

Date	Expense	Amount	Payee
2 Oct	Wages	\$768.08	Secretary
16 Oct	Wages	\$768.08	Secretary
16 Oct	ACC	\$75.59	ACC
16 Oct	Anvil House Cluster (Cleaning, electricity, etc)	\$23.39	GSA National
16 Oct	Printing	\$2.04	GSA National
16 Oct	Six rimes of A4 printing papers shared with National Office (Credit Card)	\$42.84	Warehouse stationary
16 Oct	Courier documents to Ray Woolhouse (Credit Card)	\$8.50	NZ Post
16 Oct	Wairarapa Luncheon	\$1,350	Masterton Club
16 Oct	PAYE Tax return	\$390	IRD
16 Oct	Committee mileage \$0.73 per km Wellington-Masterton & return	\$153.30	Ian Clunies-Ross
16 Oct	Committee meeting morning tea (Credit Card)	39.34	New World Metro
20 Oct	Rent	\$204.80	GSA National
21 Oct	Bank fee (automatic payment set up)	\$5	Kiwibank
30 Oct	Wage	807.86	Secretary
	TOTAL	\$4,638.82	

November 2020

Date	Expense	Amount	Payee
13 Nov	Wage	\$807.86	Secretary
18 Nov	Railway Social Club	\$161.00	Ray Woolhouse
18 Nov	Anvil House Cluster (Cleaning, electricity, etc)	\$29.70	GSA National
18 Nov	Printing & Photocopy	\$6.31	GSA National
18 Nov	Centennial Books x 12	\$480.00	GSA National
18 Nov	USB stick courier to Ian Clunies-Ross	\$6.20	NZ Post (Credit Card)
18 Nov	1 box of 100 Kiwi stamps	\$140.00	NZ Post (Credit Card)
18 Nov	Definite stamps	\$230.02	NZ Post (Credit Card)
18 Nov	100 GSA Logo Tote bags for Centennial	\$695.75	Topline Clothing Ltd.
18 Nov	PAYE Tax return	\$597.72	IRD
20 Nov	Rent (automatic payment)	\$204.80	GSA National
23 Nov	\$ 100 Petty Cash for centennial – transfer to Secretary to withdraw	\$100.00	Secretary
27 Nov	Wage	\$807.86	Secretary
	TOTAL	\$4,267.22	

The payments were noted and approved.

Peter Chambers/Bryan Whisker

Peter Chambers, who had been on the finance committee and is one of the three banking signatories for the branch, indicated his intention to step back from the finance committee.

Currently, the branch had 3 signatories, Ian Clunies-Ross, Peter Chambers and Jirayu Brennan. In order to process each month's payments, it required two signatories. Peter had been authorising all monthly payments (before 20th of each month), when Jirayu processed invoices. Ian was asked to remain as the signatory until Mike Smith, the new Chair, takes over from Peter.

ACTION: Jirayu to contact Kiwibank to arrange a change of signatory to the bank account.

8 Mackenzie Trust: Elizabeth reported.

The Trustees, Elizabeth Smaal, Bryan Whisker and Virginia Breen, were to meet after the Christmas luncheon to consider what effect the new Trust Acts 2019 would have on the management of the MacKenzie Trust. The hope is to have a clear statement of accounts in the New Year which could be made available to the Committee. By law beneficiaries need to be given much more detail than was currently the case.

ACTION: The invoice from Tranzit bus for the Centennial Celebration will be paid by the MacKenzie Trust.

9 Board report. Mike reported

- a) The last day for Jenny Barclay, the Executive Officer, would be Thursday 10 December. A recruitment drive to replace her was underway.
- b) South Canterbury had difficulty appointing a chairperson and the committee did not work well together. Alan Peck, liaison from the Board, had visited the branch to try to assist the Branch.
- c) Auckland branch indicated they were having trouble finding a chairperson. The branch also had difficulty using the ZOOM application for their meetings.
- d) Jenny met periodically with the Government Superannuation Funds Authority (GSFA). They met periodically to discuss any issues between GSA & GSFA. The Board should have a record of the meetings.
- e) The Board still kept an eye out for any progress on the Corporate Society Bill. Suggested changes have been talked about for years.
- f) The Booklet 'Retirement and your Annuity' was reprinted and the National Office now had it in stock.
- g) There had not been many Branch Liaison visits due to the Covid-19 pandemic. Tony Hamilton, GSA President, advised that Board Liaison members should not be present at branch AGMs. The focus of the end of the year AGM should be on the celebration of the Centennial - 100 years of GSA. There were no Board visits since April this year.
- h) The Committee was notified that GSFA Annual Report was not available. It contained financial reports.

10 Sub Committees reports:

a) Recruitment – Ian reported

- i. **Committee:** At the AGM, there were no new nominations. Seconding a member to the committee was an agreed alternative. Committee members had approached two members at the luncheon and asked if they would be interested in joining the committee. Members at the AGM commented that the branch was in need of further female representation. Brent Smith, who was on the Wellington committee in the past might be a good candidate to co-opt. Suzanne Holgate, who was at the AGM/Centennial Celebration was also approached. She expressed an interest in joining the committee. Her background is in statistics. It was agreed that she should be invited to join the committee.

ACTION: Ian to contact Suzanne Holgate to invite her to join the Wellington branch committee

- ii. Public Service List & Electoral Roll:** The Committee enquired the price of the book '*A List of Persons Employed on the Permanent Staff of the Public Service 31 March 1986*' that was agreed as an action at the October 2020 meeting. It was clarified that the book was already in the office but the branch also needed the latest electoral roll. The roll could be acquired online, and printed but it was best to buy a copy. It should cover Wellington & Wairarapa areas. The cost should be about \$50 per copy.

It was **MOVED THAT** the branch purchase the latest electoral role and make it available in the office by February 2021

Bryan Whisker/Ian Clunies-Ross

The committee discussed ways of recruiting members by comparing the list from the electoral roll with the existing list of members from the database. The Recruitment subcommittee and secretary would need to meet to work on the task.

ACTION: The list of names and addresses of Wellington branch members, excluding overseas member, be sent to the Recruitment subcommittee members.

iii. Recruitment Poster:

The Recruitment poster needed to be updated once the branch had finalised the calendar for 2021. Each committee member would need to distribute them around Wellington & Wairarapa. This task was carried out in February this year. The Committee is able to claim for mileage.

ACTION: Secretary to update the recruitment poster and mail to each subcommittee member for a distribution in February.

iv. Recruitment Sub-Committee members:

Mike Smith, Ian Clunies-Ross, Kay Monks, and Bryan Whisker

- b) Honours** – nothing to report
Subcommittee members are Mike Smith, Peter Chambers, Elizabeth Smaal and Bryan Whisker.
- c) Policy**
Currently consisting of Mike Smith (Convener), Ian Clunies-Ross, Kevin Duggan, Alan Peck and Elizabeth Smaal.
- d) Finance**
Peter Chambers stepped down from finance committee. Subcommittee members were Mike Smith and Ian Clunies-Ross. Elizabeth Smaal was interested in joining the subcommittee. Alan Peck was on the committee.

ACTION: Follow up with Alan Peck regarding his interest in being part of any subcommittee.

e) **Social**

The subcommittee consisted of Kay Monk (convener), and Elizabeth Smaal. The subcommittee agreed that three members (including Secretary) was sufficient.

I. Feedback for AGM & Centennial Celebration

- Feedback received was positive and members thanked the committee for arranging the free bus. They enjoyed a ride.
- The queue for lunch was long. It would have been better with a double queue.
- There was not enough service at the bar. This was rectified after comments were made to management.
- The handheld microphone did not work very well. It was too quiet. People sitting at the back of the room had difficulty hearing.
- There were two names mentioned during the remembrance at the AGM. Delrae Wilson and Alan Hair were singled out for mention because they had made a huge contribution to the branch. It was agreed that, in general, members who passed during the year would not be named individually.
- The motion from the AGM, requesting the Chair of the Wellington branch to write to the Board to follow up on 100% CoLA with Minister of Finance, had now been submitted to the Board.

ACTION: Jirayu to ask Silverstream Retreat to provide a feedback form for the committee to provide feedback to venue management.

II. 2021 Functions

- The venue for the 2021 AGM was booked. The committee discussed the venue for the mid-winter luncheon on Thursday 29 July. The James Cook Hotel Grand Chancellor was agreed however, the room would need to be checked before booking. The committee wanted to ensure that the intended room would not be too dark.

ACTION: Kay Monks will contact the James Cook Hotel to arrange a revisit to the venue.

- Since there were still copies of ‘*Safeguarding Super*’ books and corporate bags available, it was suggested that they be brought to functions in 2021.

III. AGM Horowhenua/Kapiti branch – Elizabeth reported.

Elizabeth Smaal a committee member and Jirayu Brennan, branch secretary were invited to attend the H/K branch AGM on 5 November. It was at Parkwood Retirement Village in the function centre. There were approximately 30 members and committee present. Roger Openshaw, the author of ‘*Safeguarding Super*’, was the guest speaker. The H/K branch holds two AGMs, one in Waikanae, and another in Levin/Otaki. It was noted that more members would be attending the AGM in Levin/Otaki.

11. General business.

a) **Secretary’s last day for 2020 and return for 2021**

The last working day for the Secretary would be on Wednesday 23 December 2020. She would return to work on Wednesday 13 January 2021.

b) Secretary Proposed Working Days 2021.

Jirayu would need to change the office/working days from Wednesdays and Thursdays to Tuesdays and Thursdays in February 2021. This was to fit with her child beginning school in February.

c) 2021 Calendar

Draft of 2021 Calendar was distributed to committee. It was approved as final. The committee considered using more of the ZOOM meeting especially during winter months. Some committees would like to meet in person. It was suggested that this should be discussed and considered closer to the time.

d) Next Committee meeting on Thursday 18 February 2021.

The meeting closed at 11.48pm

Jirayu Brennan,
Branch Secretary



Confirmed:
Mike Smith
Chair