



Minutes Wellington Branch 16 April 2020

Secretary
PO Box 11993
Manners Street
Wellington 6142

Call Free 0800 888 472
Office Phone 04 472 7006
wellington@gsa.org.nz
www.gsa.org.nz

A meeting of the Branch Committee held electronically via ZOOM application **10.00 am on Thursday 16 April 2020.**

Present:

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

1 Welcome:

The Chair welcomed committee members to the first ZOOM meeting.

2 Apologies:

Bryan Whisker

The Chair moved that the apology be accepted.

Ian Clunies-Ross

3 Minutes from the Meeting Held on 20 February 2020:

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

Graham Hill /Kay Monks

4 Matters Arising:

a) Newsletter distribution in response to the Covid-19 situation

The national office confirmed the newsletters and Annuity News could only be sent to those members with email addresses. These members were encouraged to contact members they knew, with no email address, to pass on information in the newsletter and Annuity News.

The committee acknowledged that Jack Price and Alan Hair, former Chairs of Wellington branch, had passed away in October 2019 and February 2020 respectively. Their names as life members would be removed from the newsletter.

ACTION: Secretary to contact National Office regarding the amendment to the newsletter.

b) Public Liability Insurance

The need for public liability insurance was raised as a response to a recent situation where a luncheon venue had to be changed, considering the age group of those likely to attend, because there was no mobility access. When SuperTravels was active, public liability insurance was considered necessary. The branch needs to know its obligations and responsibilities if an accident/injury occurs when a GSA member is attending a branch function. Did the branch have full liability or shared liability with the venue? Was it the branch's responsibility to advise members of any hazard at a venue? It was

suggested that as a first step ACC be contacted for advice regarding any liability the branch might have and if public liability insurance would be required. If such insurance proved necessary, then this would apply to all GSA branches and the Board might consider some form of joint cover.

ACTION: Jirayu to contact ACC for advice regarding any public liability insurance for branch functions and also to discuss this matter with the General Secretary.

5 Membership Trends

a) Wellington Branch Membership Report as at 30 March 2020

Member Trends	31-Mar-19	31 Marh-20	Change
Annuitant	2,722	2,594	-128 (-4.7%)
Annuitant spouse	1,476	1,426	-50 (-3.4%)
Surviving spouse	770	773	+3 (+0.4%)
Pre-annuitant	157	141	-16 (-10.2%)
Pre-annu/spouse	120	109	-11 (-9.2%)
Total	5,245	5,043	-202 (-3.9%)

b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1,882	392	144	176	2,594
Annuitant spouse	1,031	223	64	108	1,426
Surviving spouse	534	146	34	59	773
Pre-annuitant	136	0	3	2	141
Pre-annu/spouse	104	0	3	2	109
Total	3,687	761	248	347	5,043

c) National Membership Report as a Comparison

Member Trends	31-Mar-19	31 March 20	Change
Annuitant	14,176	12,805	-1,371 (-9.7%)
Annuitant/Spouse	7,103	7,222	+119 (+1.7%)
Surviving/Spouse	4,216	4,379	+163 (+3.9%)
Pre-annuitant	566	519	-47 (-8.3%)
Pre-annu/Spouse	451	411	-40 (-8.9%)
Total	26,512	25,336	-1,176 (-4.4%)

6 **Correspondence-** nothing to report

7 Finance

a) Accounts to 31 March 2020

There were two additional items, Governance and Publication, were added to the financial report. The 2019/2020 budget had catered for these additional costs. The Railway Social Club fund of \$1,069 was set aside and separated from the current

account. The fund would be treated in the same way as the SuperTravels fund. The financial position of the branch is still very strong.

Kevin was thanked for his very effective management of the branch's finances and in particular for establishing the new Railways fund as a separate entity within the branch's accounts.

The financial accounts ending 31 March 2020 were noted.

Kevin Duggan/Ian Clunies-Ross

b) Payments

The following tables list the payments made for February and March:

February 2020

Date	Expense	Amount	Payee
7 Feb	Wages	\$682.12	Secretary
12 Feb	Electricity, cleaning, Anvil House cluster, Ended year gathering	\$392.25	GSA National Office
12 Feb	Postage envelop	\$143.00	NZ Post shop (credit card)
12 Feb	Coffee Machine	\$139.00	Briscoe (Credit Card)
12 Feb	Stationary items	\$10.99	Warehouse(credit card)
12 Feb	Courier to Ian	\$ 6.50	NZ Post (credit card)
12 Feb	Courier to Ray	\$ 8.50	NZ Post (Credit card)
12 Feb	Committee meeting reimbursement	\$154.12	Ian Clunies-Ross
12 Feb	Courier to Graham & Bryan	\$17.00	Graham Hill & Bryan Whisker
12 Feb	PAYE Tax return	\$335.24	IRD
13 Feb	Electricity, cleaning and printing Anvil House	\$57.81	GSA National Office
20 Feb	Rent	\$231.13	GSA National Office
21 Feb	Wages	\$ 682.12	Secretary
	Total	\$2,859.78	

March 2020

Date	Expense	Amount	Payee
6 Mar	Wages	\$682.12	Secretary
20 Mar	Rent	\$231.13	GSA National Office
20 Mar	Wages	\$682.12	Secretary
20 Mar	PAYE Tax return	\$335.24	IRD
31 Mar	Committee meetings from April-March	\$90.00	Ray Woolhouse
31 Mar	Committee meetings from April-March	\$45.00	Bryan Whisker
31 Mar	Committee meetings from April-March	\$75.00	Mike Smith
31 Mar	Committee meetings from April-March	\$120.00	Elizabeth Smaal
31 Mar	Committee meetings from April-March	\$75.00	Alan Peck
31 Mar	Committee meetings from April-March	\$60.00	Kay Monks
31 Mar	Committee meetings from April-March	\$110.93	Graham Hill
31 Mar	Committee meetings from April-March	\$116.61	Kevin Duggan

31 Mar	Committee meetings from April-March	\$115.15	Peter Chambers
31 Mar	Committee meetings from April-March	\$146.54	Ian Clunies-Ross
	TOTAL	\$2,884.84	

The above payments for December 2019 and January 2020 were noted and accepted.

Peter Chambers/Elizabeth Smaal

C) Budget for 2020/2021

Kevin commented that it was a challenge preparing the 2020-2021 budget because of the uncertainties surrounding the Covid-19 pandemic and the current restrictions on social gatherings which were key to budget calculations. Subscription income was calculated based on 5% less than the actual subscriptions for 2019/2020. An income from term deposits would be decreased due to a lower interest rate. Some of the term deposits invested two years ago receive interest at 3.6%-3.7%. However, interest rates were now 2.6%-2.7%. The branch has put aside additional funds in the 2020/21 budget to cover the 2020 centennial celebration which would, under normal circumstances, produce a deficit of \$1,765, but with a healthy reserve and less functions this year, the branch would more likely produce a surplus.

Kevin was thanked for preparing the budget for the branch.

It was agreed that the Wellington Branch budget 2020/2021 be approved.

Kevin Duggan /Peter Chambers

8 Mackenzie Trust – Elizabeth to Report

Nothing to report.

9 Board Report – Alan reported.

- There has been no Board meeting for sometime. All AGMs were postponed.
- Prior to the restrictions of Alert Level 4, the Board was working on a process to disestablish a branch. This was been put on hold due to the Covid-19 pandemic.
- The Board was developing its plans for the Centennial celebration prior to the pandemic.
- The GSA President had written to all members to take care during the event.

A question was raised about the AGM and the appointment of the branch committees. The Board, acting on behalf of the Council, asked all branches to put their AGMs on hold. It is understood that the current committee would carry on managing branch business until an AGM could be held. According to the Constitution, the branch is required to have an AGM to elect its committee. This issue requires further clarification.

Alan Peck, on behalf of the Wellington branch, agreed to raise the issue of the AGM and the appointment of the committee with the Executive Officer.

10 Sub Committees reports:

- a) **Recruitment-** Nothing to report
- b) **Honours-** Noting to report
- c) **Policy-** Nothing to report
- d) **Finance -** Reported under item 7.
- e) **Social-** Elizabeth Smaal reported.

The mid winter and Wairarapa social functions were advertised in the newsletter. These functions could proceed should the lockdown be lifted to a level that allowed such social gathering to take place. If either of these planned functions could in fact go ahead, members will need to be contacted either by email or by telephone. The newsletter encouraged members to contact the branch prior to the functions to get an update on the situation. Updated information would also be available on the website. In order to contact those without email addresses, a telephone tree could be created with committee members sharing the task of ringing members. To assist those ringing members, the Chair would provide a standard message that can act as the basis of the information to be passed on to members when talking to them.

ACTION: Jirayu to compile the list of Wellington members with telephone contact only, this list to be broken into manageable groupings and allocated to members for action.

11 General business.

a) Reimbursement of Costs

The Secretary advised that working from home is incurring printing and internet access costs. It was agreed that Jirayu should be reimbursed for these costs. She will keep a record of the costs involved and complete a reimbursement form.

b) Committee Meetings

It was suggested the committee meets again sooner than the scheduled June meeting so that decisions can be made regarding branch functions following further Government announcements regarding Covid-19. It was agreed the branch committee would meet via ZOOM on Thursday 21 May 2020 at 10am.

ACTION: Jirayu to set up a ZOOM committee meeting for Thursday 21 May 2020 at 10am.

The meeting closed at 10.49pm

Jirayu Brennan,
Branch Secretary



Confirmed:
Ian Clunies-Ross,
Chair