



# Minutes

## Wellington Branch

### 18 February 2021

Secretary  
PO Box 11993  
Manners Street  
Wellington 6142

Call Free 0800 888 472  
Office Phone 04 390 3557  
[wellington@gsa.org.nz](mailto:wellington@gsa.org.nz)  
[www.gsa.org.nz](http://www.gsa.org.nz)

A meeting of the Branch Committee held in Suite 2, Level 1, Anvil House, 138 Wakefield Street at **10.00 am on Thursday 18 February 2021.**

#### **Present:**

Mike Smith (Chair & Convenor), Peter Chambers, Kevin Duggan, Suzanne Holgate, Kay Monks, Alan Peck, Elizabeth Smaal, Bryan Whisker and Ray Woolhouse.

#### **1 Welcome:**

The chair welcomed Suzanne Holgate, the new committee member, to the meeting. Suzanne was a secondary school teacher. Her teaching subjects were Latin, German, English and Classical Studies.

#### **2 Apologies:**

Ian Clunies-Ross  
The apology was accepted.

**Ray Woolhouse/Bryan Whisker**

#### **3. Minutes**

- a) Committee Meeting held on 1 December 2020  
It was **MOVED THAT** the minutes of the meeting held on 1 December 2020 be accepted as a true and correct record.

**Elizabeth Smaal/Kay Monks**

- b) Draft of AGM minutes held on Thursday 26 November 2020 was circulated prior to the meeting.

In the 'Financial Report' at the AGM, a member asked for a clarification of a substantial increase of the secretarial remuneration. It was not properly explained at the 2020 AGM. The clarification is that the substantial increase in remuneration for the secretary, when compared with the previous year, was brought about because the position was vacant for four months while a suitable person was recruited and appointed to the position. An appropriate amendment has been made to the draft AGM minutes.

The AGM minutes will be presented for confirmation at the 2021 AGM.

#### **4. Matters Arising:**

- a) **Wellington branch phone package- update.**

The secretary reported that the branch had its own phone that incorporated a land line and a mobile number. The repayment for the handset was \$10.37 per month (24 months interest free), and a monthly phone package (5GB data and unlimited calls & text messages) was \$41.40 (excl GST). It worked well.

An ongoing cost for telephone raised an issue as to whether Horowhenua/Kapiti could be asked for a contribution. 0800 calls from H/K members would be diverted to Wellington's new phone number. Originally it was agreed that Wellington branch provided membership administration for H/K branch and answered phone calls for its members. It was, however on hold as Wellington Branch shared the landline with the National Office which had been covering the calls for Wellington branch when the branch secretary was not in the office. Taking calls from H/K members would have added more workload for National office. Now Wellington branch has its own number, H/K branch member's calls would be diverted to the Wellington branch new number.

It was agreed that the calls should be monitored for the next six months before deciding on the costs to which H/K might contribute. It was noted that H/K branch had been paying a monthly charge to Wellington branch since August 2020 for membership administration services.

- b) **2021 AGM – Petone Working Men's Club and the Buffet Price (Social Subcommittee)**  
The branch booked Petone Working Men's club for 26 May for the 2021 AGM. The venue is still to confirm the new buffet price, thus enabling the branch to determine the 2021/2022 budget for social functions for the upcoming financial year.

The committee reviewed the rate for its members attending both governance and social meetings. Since 2019, the branch has subsidised members attending these functions. Members paid \$10 for attending each of two governance meetings (AGM and Wairarapa luncheon), and \$30 for each of two social functions (Mid-Winter and Christmas). In response to an increase in overall costs, it was suggested that governance meeting costs be increased to \$20.

**IT WAS AGREED THAT the Wellington branch subsidises:**

- 1 two governance meetings, AGM and Wairarapa luncheon, with Wellington members attending these governance meeting paying \$20 per person and**
- 2 two social functions, Mid-Winter Luncheon and Christmas, with Wellington members paying a standard rate of \$30 and non-members paying full price.**

**Kay Monks/Elizabeth Smaal**

- c) **Kiwibank changing signatories**  
The Chair advised that the change of bank signatories for the branch had been completed. Kiwibank had made this quite a complicated business. The three signatories are Mike Smith, branch chair, Ian Cluniess-Ross, former branch chair and Jirayu Brennan, branch secretary.
- d) **Purchase of electoral roll to be available in the office.**  
The Secretary has ordered electoral roles for the Wellington-Wairarapa electorates. The Electoral Commission has invoiced the branch \$211. 48. It has been arranged for delivery to be made once payment is received.

The Secretary will notify the recruitment subcommittee once the electoral rolls arrive.

**e) Recruitment Poster and distribution**

Ian Clunies-Ross, the convener of recruitment subcommittee who was absent from this meeting, proposed (via email) for the recruitment subcommittee to meet on Monday 22 February to discuss recruitment initiatives. The committee agreed that the meeting would need to be postponed until after the electoral roles arrived.

**ACTION:** The Secretary will contact Ian regarding the postponement of the recruitment subcommittee meeting.

Recruitment posters were printed and available for each committee member to carry out the distribution in the Wellington-Wairarapa areas.

It was suggested we target those younger pre-annuitants who still worked at schools. There were numbers of long serving teachers at these schools who are potential GSA members who need to be encouraged to join GSA.

**f) Silverstream Retreat feedback form requested.**

The meeting agreed that the Silverstream Retreat be given feedback on our Centennial celebration held there on 26 November 2020. The Retreat advised that this would be welcome and as they did not have a formal procedure in place, an email would be welcome.

It was agreed that there were a lot of positive feedback from members attending the celebration. This included plenty of car parking, exceptional food and services, etc. There were a few issues regarding insufficient bar staff and the microphone was too quiet. Overall, the positives outweighed the negatives.

An issue about having a business meeting such as the AGM, in a separate location/room from the luncheon was raised. It was agreed that business could be conducted in the same room where members lunched.

**g) Proxy voting for AGM**

There is no provision for proxy voting at the branch meetings and following discussions there was no support for proxy voting for the branch AGM. The voting is individual and should be made in person at the AGM.

The committee agreed that there is no need for proxy voting at branch level.

**5. Finance**

**a) Accounts to the end of January 2021**

The financial performance and reports were circulated to the committee prior to the meeting. The financial performance was on track for the year. The branch budgeted for a deficit for 2020/2021 of \$1,800. At present the deficit is \$5,000 but it is expected that by year end, the overall deficit would be about \$4,000.

The deficit can be attributed to one off expenditure for a laptop, telephone and the special Centennial celebration. Since the branch paid for the laptop, telephone and a special centennial celebration which would be the only one GSA would celebrate at the retreat, it was accounted for the deficit. For the branch accounts, at the end of the year

the branch would still retain over \$60,000 in accumulated funds. With membership subscriptions increasing from April 2021, the branch could expect a surplus next year.

**Peter Chambers/Alan Peck**

**b) Payments**

The following tables list the payments made for **December 2020** and **January 2021**:

**December 2020**

Date	Expense	Amount	Payee
27 Nov	Centennial Celebration food beverage & venue	\$5,046.77	Silverstream Retreat
11 Dec	Wages	\$807.86	Secretary
16 Dec	Newsletter printing	\$1,106.30	GSA National
16 Dec	Printing (Anvil House shared printer)	\$83.47	GSA National
16 Dec	Anvil House Cluster (Cleaning, electricity, etc)	\$39.18	GSA National
16 Dec	Safeguarding Super Book*	\$40	GSA National
16 Dec	Raffle tickets & gifts for centennial celebration	\$118.35	Kay Monks
16 Dec	USB extension & HDMI cable for Centennial Celebration (credit card)	\$103.04	Noel Leeming
16 Dec	PAYE Tax return	\$390	IRD
16 Dec	Committee meeting morning tea (credit card)	\$40.10	New World
16 Dec	Credit card account fee	\$6.50	Kiwibank
21 Dec	Rent	\$204.80	GSA National
29 Dec	Wage	\$807.86	Secretary
	<b>TOTAL</b>	<b>\$8,794.23</b>	

\*Member paid cash for the Safeguarding Super book to our branch. National Office should be reimbursed.

**January 2021**

Date	Expense	Amount	Payee
8 Jan	Wage	\$807.86	Secretary
18 Jan	Epson Printer (shared with National Office)	\$139.80	GSA National
18 Jan	Cell phone charger, headphone and case (credit card)	\$149.97	Noel Leeming
18 Jan	PAYE Tax return	\$390	IRD
18 Jan	Cell phone & landline & data	\$35.29	2degree Mobile Limited
20 Jan	Rent (automatic payment)	\$204.80	GSA National
22 Jan	Wage	\$807.86	Secretary
25 Jan	Credit card fee	\$0.25	Kiwibank
	<b>TOTAL</b>	<b>\$2,535.83</b>	

The above payments for December and January were noted and approved.

**Bryan Whisker/Elizabeth Smaal**

**6. Sub Committees reports:**

**a) Recruitment:**

As per item 4.d) and e).

It was confirmed that members of the recruitment subcommittee were Bryan Whisker, Kay Monks, Mike Smith and Ian Clunies-Ross (convener).

**b) Honours**

Bryan Whisker was to be added to the Honours subcommittee.

c) **Policy**  
Nothing to report.

d) **Finance**  
Nothing to report.

e) **Social**

i. **2021 Functions**

A. **2021 AGM.**

- The booking was made and confirmed at Petone Working Men's Club.
- GSA President, Tony Hamilton confirmed his presence as a guest speaker at the AGM.
- The branch was waiting to be given a price for the buffet luncheon.
- As per discussion on item 4 b).

B. **Mid-Winter Luncheon.**

- Social subcommittee visited and confirmed James Cook Grand Chancellor hotel to be the venue for Mid-Winter luncheon on Thursday 29 July 2020.
- \$500 deposit was required to secure the booking.

**ACTION:** The Secretary to confirm with the hotel and arrange the deposit to be paid to the hotel.

- The luncheon buffet will be in the Whitby room with members to be seated in the adjacent Chancellor 1 room.
- Proposed to advise members to arrive early and take advantage of a spacious bar area to 'mix and mingle'.
- The full cost for the buffet luncheon is \$34 per person.
- The branch will charge members \$30. Non-members pay full rate (as per MOTION in item 4b).
- Bill Day, the Chief Executive Officer of Wellington Children's Hospital was to be invited as a guest speaker.

**ACTION:** Kay Monks to invite Bill Day to be a guest speaker for GSA Wellington Mid-Winter Luncheon at James Cook Grand Chancellor on Thursday 29 July 2020.

- The committee agreed that if Bill Day accepted the invitation as a guest speaker, a \$500 donation to Wellington Children's Hospital was appropriate as a gift to the building project.

**ACTION:** The Secretary to include as an agenda item at the April meeting a donation to Wellington Children's Hospital.

C. **Wairarapa Luncheon.**

- This will be held at the Masterton Club as per the previous year. Bryan Whisker, who is a member of the club, will get in touch with the venue

to confirm the space on Thursday 23 September 2020. Members pay \$20.

**ACTION:** Bryan Whisker to confirm the booking for Wairarapa luncheon on Thursday 23 September 2020 with the Masterton Club.

**D. Christmas function**

- The date will be Thursday 25 November 2021.
- A number of possible venues were mentioned including Silverstream Retreat, Te Marua Golf Club, the Pines, and Boulcott Golf club.

**ACTION:** The Social Subcommittee to meet and explore possible venues for GSA Wellington branch Christmas function, and to report back to the committee.

**ii. Branch/branches invitation to our functions**

A. The committee discussed a proposal for the future. This was to invite members of other branches to attend social functions organised by the Wellington branch. Invitees would pay the unsubsidised meal charge for attending these functions. Manawatu, Whanganui and Kapiti/Horowhenua branches were suggested target branches. Bay of Plenty had recently invited Rotorua branch to attend their AGM. There were around 15 members from Rotorua attending.

It was considered a good idea to increase branch interaction. It was proposed that the branch Chair send a letter to other branches notifying them of our invitation to their members to attend Wellington Branch functions. The committee approved of this proposal.

**ACTION:** The Chair will write and sign the letter to be sent to other branches to promote our branch functions for this year.

**7. Mackenzie Trust – Elizabeth reported.**

- a) MacKenzie Trust paid for the transport for the Centennial Celebration for 2020.
- b) The Trust's committee hoped to meet soon.
- c) The branch advertised in the newsletters that GSA members could apply for transport assistance from the MacKenzie Trust.

**8. Board report – Alan reported.**

- a) The next Board meeting would be on 2 March 2021.
- b) The discussion and work would be on supporting branches. The amalgamation policy document was passed at Council 2020. Amalgamation would be the last resort to solve issues with branches. There would be other steps prior to the amalgamation.
- c) Another topic would be about constitutional amendments regarding proxy voting and electronic meetings. This subject would go out to all branches.

## 9. Membership Trends

### a) Wellington Branch Membership Report as of 28 January 2021

Member Trends	31-Mar-20	28 Jan 21	Change
Annuitant	2,594	2,512	-82 (-3.16%)
Annuitant spouse	1,426	1,405	-21 (-1.47%)
Surviving spouse	773	755	-18 (-2.32%)
Pre-annuitant	141	133	-8 (-5.67%)
Pre-annu/spouse	109	106	-3 (-2.75%)
<b>Total</b>	<b>5,043</b>	<b>4,911</b>	<b>-132(-2.61%)</b>

### b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1,820	377	144	171	2,512
Annuitant spouse	1,016	216	65	108	1,405
Surviving spouse	519	142	35	59	755
Pre-annuitant	128	0	3	2	133
Pre-annu/spouse	101	0	3	2	106
<b>Total</b>	<b>3,584</b>	<b>735</b>	<b>250</b>	<b>342</b>	<b>4,911</b>

### c) National Membership Report as a Comparison

Member Trends	31-Mar-20	28 Jan 21	Change
Annuitant	12,805	12,991	+186 (+1.45%)
Annuitant/Spouse	7,222	6,727	-495 (-6.85%)
Surviving/Spouse	4,379	3,979	-400 (-9.13%)
Pre-annuitant	519	496	-23(-4.43%)
Pre-annu/Spouse	411	400	-11 (-2.67%)
<b>Total</b>	<b>25,336</b>	<b>24,593</b>	<b>-743 (-2.93%)</b>

## 10. Correspondence

- a) A number of members are requesting a Calendar pay day card that used to be given to them. The calendar finished in December 2020 and was no longer available. Annuity pay dates are published in the Annuity news but several members have advised that they find the card calendar extremely useful. This feedback will be passed on to National Office.
- b) A member enquired regarding options available for receiving an annuity while still being employed. Usually, these enquires should be directed to the National Office but as the new General Secretary has recently taken up that role and the branch had the expertise to answer the query, the branch Secretary, after receiving advice, gave a suitable response to the member

## **11. General business**

### **a) April 2021 Newsletter preparation (deadline 9 April).**

The process involved the Chair and Social subcommittee. The Chair is to start preparing and asked if committee members had any items to be included. It was suggested that this newsletter should acknowledge that the new branch Chair has a background with the Railway Superannuitants Association which amalgamated with GSA in 2014.

It was also suggested that the newsletter include a welcome to our new committee member, Suzanne Holgate, and include her photograph as well as that of the Chair.

### **b) Committee telephone list update**

Secretary notified the up-to-date committee members contact details were available and circulated.

### **c) Secretary working days and hours change.**

Jirayu advised that she had changed her working days in the office from Wednesdays to Tuesdays half a day. She also comes into the office on Thursday's full day. This was to accommodate her child going to school, and a pickup time. If there any further changes she would notify the Chair.

There was no objection from the committee.

### **d) Secretary's leave 2021.**

Jirayu would be away on annual leave from 6-13 March.

### **e) Next Committee meeting on Thursday 15 April 2021**

The meeting closed at 12.05pm

Jirayu Brennan,  
Branch Secretary

Confirmed:



Mike Smith,  
Chair