



Minutes
Wellington Branch
15 April 2021

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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 15 April 2021.**

Present:

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

1 Welcome:

The Chair welcomed the committee to the meeting.

2 Apologies:

Peter Chambers. The apology was accepted.

Mike Smith/Kay Monks

3 Minutes:

The Committee meeting draft minutes of 18 February 2021 had been circulated to the committee prior to the meeting for comment and feedback.

It was **MOVED THAT** the minutes of the meeting held on 18 Feb 2021 be accepted as a true and correct record.

Kay Monks/Ian Clunies-Ross

4 Matters Arising:

- a) The Recruitment subcommittee met on Tuesday 23 March 2021 and the meeting note was circulated prior to this meeting. Ian Clunies-Ross, the convener of the recruitment subcommittee updated the committee as follows:
 - i Ian Clunies-Ross, Suzanne Holgate, Bryan Whisker, Mike Smith, Peter Chambers and Ray Woolhouse were present at the meeting.
 - ii Ian visited Karori and Ngaio areas to put up the poster. He felt he had not talked to as many people as he had done when he put up the poster in early February 2020.
 - iii Wellington libraries only left the poster on their notice boards for two weeks or up to a month. It may mean that a revisit for putting up a poster was required. Citizens Advice Bureau had the same policy regarding the length of time for the poster to be left on their notice boards.

- iv Suzanne Holgate visited Wellington Girls' College, Wellington High School, Rogotai College and Wellington College. Four of these colleges had a number of long serving staff members who could potentially join GSA. They agreed to put up the posters on the noticeboard. She has yet to visit Wellington East Girls' College and Newlands College. She also planned to visit the Correspondent School which had numbers of not only teaching staff but non-teaching staff as well.
 - v It was noted that the large primary schools would be another area where posters could be placed.
 - vi Ian thanked Suzanne for all the work she did.
 - vii The subcommittee looked at the GSA brochure which had an introductory letter included. The committee agreed that another letter would be useful to hand out when committee members were visiting a location where there were posters on display or posters being put up. Bryan Whisker agreed to draft this letter and Mike Smith, Chair, to sign it.
 - viii The National Provident Fund (NPF) and the Government Superannuation Fund (GSF) were two different pension schemes, which required two different types of letters.
 - ix Ian explained how recruitment subcommittee members divided up their work to approach potential GSA members. The member's list and addresses from the GSA databased were printed out for each of the recruitment sub-committee members for a comparison with the electoral roll. This would enable us to identify any spouses who were not GSA members but could be potential members.
 - x The next step would be the subcommittee to meet and look at the list and the electoral roll. No deadline was set for the project.
 - xi The committee commented that the recruitment subcommittee had made good progress on the project.
- b) An invitation letter from the chair to other branches to attend the mid-winter function was signed and sent to Horowhenua/Kapiti, Manawatu and Whanganui. This was to promote inter-branch interaction. H/K branch had included it in its newsletter going out at the end of April. Those from another branch who attended would pay the full meal rate (not subsidised rate).
 - c) Social attendance policy wording for the branch was discussed. The current wording was unclear. The key principle was that all members who attended the functions paid a subsidised rate. Non-members were welcome but would pay the full rate. If non members attended the AGM they would be asked not to vote.

It was agreed that the policy required rewording to simplify it.

ACTION: Elizabeth Smaal to reword the Social Attendance Policy and circulate to committee.

5 Finance

a) Accounts to the end of March 2021

The financial performance and reports were circulated for the committee to review prior to the meeting. End of Year financial report showed a deficit of just under \$6,000. This was due to the purchase of two unbudgeted items namely a branch laptop and a new cellphone that also activated a landline. The centennial costs were also a little over budget. Other expenditure was within budget. The increase in subscriptions should bring the branch into surplus for 2021-2022.

The branch finances are in a good position. The branch had the following assets. SuperTravels Fund of over \$17,000, over \$30,000 in a cash account, and approximately \$45,000 in term deposits. The branch held eleven copies of 'Safeguarding Super' valued of \$440.

The End of Year financial accounts ending 31 March 2021 were noted and accepted.

Ian Clunies-Ross/Ray Woolhouse

b) Payments

The following tables list the payments made for **February 2021** and **March 2021**:

February 2021

Date	Expense	Amount	Payee
5 Feb	Wages	\$807.86	Secretary
18 Feb	Electoral Roll	\$211.40	Electoral Commission
18 Feb	Telephone/Data bills	\$59.25	2Degree Mobile Limited
18 Feb	Postage envelopes (Credit Card)	\$38.33	Warehouse Stationary
18 Feb	Printing papers for Recruitment posters (Credit Card)	\$28.89	Warehouse Stationary
18 Feb	Anvil House cluster	\$20.54	GSA National
18 Feb	Anvil House (cleaning, power bill)	\$12.85	GSA National
18 Feb	Shared printing	\$4.27	GSA National
18 Feb	Committee meeting morning tea (credit card)	\$19.50	New World
18 Feb	PAYE Tax return	\$390	IRD
19 Feb	Wage	\$807.86	Secretary
22 Feb	Rent	\$204.80	GSA National
24 Feb	Deposit for mid-winter luncheon	\$500	James Cook Hotel
24 Feb	Pay 10 trips Wairarapa train ticket	\$150	Bryan Whikser
	TOTAL	\$3,255.55	

March 2021

Date	Expense	Amount	Payee
5 Mar	Wage	\$807.86	Secretary
19 Mar	Wage	\$807.86	Secretary
19 Mar	Committee meeting	\$60	Peter Chambers
19 Mar	Committee meeting	\$45	Ian Clunies-Ross
19 Mar	Committee meeting	\$60	Kevin Duggan
19 Mar	Committee meeting	\$30	Graham Hill
19 Mar	Committee meeting	\$15	Suzanne Holgate

19 Mar	Committee meeting	\$60	Kay Monks
19 Mar	Committee meeting	\$45	Alan Peck
19 Mar	Committee meeting	\$60	Elizabeth Smaal
19 Mar	Committee meeting	\$60	Mike Smith
19 Mar	Committee meeting	\$60	Bryan Whisker
19 Mar	Committee meeting	\$60	Ray Wool House
19 Mar	Cell phone & landline & data	\$51.97	2degree Mobile Limited
19 Mar	Sympathy card to Ray Woolhouse (Credit card)	\$2	NZ Post office
19 Mar	Committee meeting morning tea (Credit card)	\$31.18	New World
19 Mar	Courier posters to Ian Clunies-Ross (Credit card)	\$8.50	NZ Post
19 Mar	Credit card fee	\$6.25	Kiwibank
19 Mar	Anvil House cluster	\$25.25	GSA National
19 Mar	Printing	\$21.74	GSA National
19 Mar	PAYE Tax return	\$390	IRD
19 Mar	PAY Tax return (TOIL for secretary)	\$157.79	IRD
19 Mar	Time off in lieu payment	\$573.18	Secretary
22 Mar	Rent (automatic payment)	\$204.80	GSA National
	TOTAL	\$3,643.38	

The payments for February and March 2021 were noted and accepted.

Elizabeth Smaal/Suzanne Holgate

c) Budget 2021-2022

The draft budget was circulated to the committee members for feedback. It was noted that the increase of \$0.50 per subscription, and a 5% reduction in member numbers had been factored into the calculations. The cost of transport to the AGM this year would be paid by Super Travels not the MacKenzie Trust.

Kevin Duggan was thanked for assisting Jirayu Brennan, the Branch secretary, with preparing the 2021-2022 budget.

It was agreed that the Wellington Branch budget 2021/2022 be approved.

Bryan Whisker/Kay Monks

6 Sub Committee Reports:

- a) Recruitment
As per discussion in item 4(a)
- b) Honours
Nothing to report.
- c) Policy
As per discussion in item 4(c)
- d) Finance
As per discussion in item 5.

e) Social

A AGM Confirmation of AGM at Petone Working Men's club.

- i Ray Woolhouse and Ian Clunies-Ross volunteered to meet Tony Hamilton, GSA President, at the airport and bring him to the AGM.

ACTION: Jirayu will contact Tony Hamilton regarding his attendance at the branch AGM, and the transport plans when he arrives at Wellington airport.

- ii Suzanne agreed to assist with checking members on the bus to the venue, from Wellington Railway Station, Platform 9 at 10.20am.
- iii Bus transport for the AGM to be paid by the Super Travels Funds.
- iv Any cost for a member with a special need to attend the AGM was to be covered by the MacKenzie Trust.
- v Nomination forms for the 2021 AGM were completed and signed and returned to Jirayu.

B Confirmation of the mid-winter luncheon at James Cook Hotel on Thursday 29 July

- i Kay Monks confirmed that Bill Day the director of Wellington Children's Hospital had accepted the invitation to be the guest speaker at the mid-winter luncheon at James Cook hotel on Thursday 29 July 2021.
- ii It was agreed that the branch donate \$500 to the Wellington Children's Hospital. It was confirmed that the amount was appropriate and would be within the budget.

MOTION: GSA Wellington branch will make a \$500 donation to Wellington Children's Hospital to thank Bill Day for his speaking engagement at the mid-winter luncheon at the James Cook Hotel.

Kay Monks/Ian Clunies-Ross

- iii A question was raised as to whether GSA wished to support the purchase of equipment for the hospital or donate towards building costs. It was agreed more information was required.

ACTION: Kay to clarify with Bill Day regarding the appropriate purpose for the GSA donation to the Children's Hospital.

C Wairarapa Luncheon-Masterton Club

The Club was booked and confirmed for Thursday 23 September 2020.

D Christmas function for Thursday 25 November 2021.

The Social sub committee would need to work on the possible venues for the Christmas function 2021. Te Marua or Silverstream Retreat were the two possible venues. It was agreed that these places needed to be checked for the price per head, and the date for the function.

ACTION: Kay to contact Te Marua Golf Club regarding the Christmas function.

ACTION: Jirayu to contact Silverstream Retreat.

7 MacKenzie Trust:

The committee raised questions of the trustees Bryan Whisker and Elizabeth Smaal regarding the MacKenzie Trust including the available funds, its purposes and how it related to the Wellington branch.

ACTION: The MacKenzie Trust trust deed will be circulated to members so that the Trust can be considered further at the June committee meeting.

8 Board report – Alan reported as follows.

- a) COLA will be included in the government's budget process.
- b) GSA Branches' health survey was to be sent out after branch 2021 AGMs. Such a survey was last carried out in 2019. This survey was to find out if branches struggle and require support.
- c) The Board had resurrected 'Managing the Future' which was a discussion from the Council in 2017. It was a new project looking at the future of GSA.
- d) All board members were re-elected unopposed which was considered detrimental for succession planning, and the future of the Board. The Board was now looking at appointing non-elected members, to join the Board. Before any appointment, the Board needs to consider what skills it would be seeking.
- e) A memo was sent to all branches from the National Office regarding a proposed revision of the GSA constitution. A number of concerns were raised around the Covid-19 pandemic and its impact on attendance at GSA meetings. The following outline the proposed changes:
 - **Clause 6.12:** The quorum for a branch committee was now defined as four members. The alternative of 50% of committee members will be removed. This was to provide consistency across GSA. This also meant that a small committee must have four members present at the meeting.
 - **Clause 7.1 (e):** This is a new clause which will require the subscription rates to be determined at the Council annually.
 - **Clause 7.4:** It determines which non-Council members may attend the Council. This was to rationalise the number of Council attendees. An automatic right of the branch chair to attend the Council will be removed. She or he could attend as a delegate or an observer. The proposed change also includes that there will be only one observer per branch, and at the discretion of the President.
 - **Clause 7.9:** The clause defined the quorum for the Council will now be at least 19 Council members, and the President. This was to ensure there was an appropriate Chair for any Council meeting. This provision will be made in a subsequent

amended clause for members to attend by other means than being physically present.

- **Clause 7.14:** This clause will allow delegates to join the Council by electronic means where it is not possible to attend in person. This means attending was at the discretion of the President or whoever was presiding over the meeting.
- **Clause 7.15:** This was to allow proxy voting, whereby a branch may delegate another to vote on its behalf. This will prevent the 2020 situation where two branches were unable to physically attend the Council. Any proxy voting must have the prior approval of the Board and be notified to Council by the President before the meeting commenced.
- **Clause 8.5:** This is to allow board members to attend the board meeting electronically. This was at the discretion of the President or other Board members chairing the meeting.
- **Clause 9.2:** The clause requires a notice of motion of at least 6 weeks for any proposal to change subscription allocations.

All these changes were to accommodate the electronic era in GSA proceedings.

It was AGREED that Wellington branch committee had no objection to any of these proposed changes.

Bryan Whisker/Kay Monks

The Chair thanked Alan Peck for all the update and information.

9 Interbranch (Membership administration service to Horowhenua/Kapiti Branch)

Horowhenua/Kapiti branch had approached the Chair regarding the possibility that Wellington branch carry out Horowhenua/Kapiti's financial administration. Amalgamation with Wellington branch was on their agenda. The committee discussed the practicalities of such an arrangement and other aspects of a future amalgamation with the Horowhenua/Kapiti branch. It was agreed that if amalgamation occurred, Horowhenua/Kapiti should operate a subcommittee to run luncheons in their area.

The committee agreed that the Wellington Branch finance subcommittee needed to meet to consider the financial implications should amalgamation take place. Wellington branch has been invoicing Horowhenua/Kapiti for membership administration services since August 2020. A review of the whole process was required as initially agreed.

ACTION: Ian Clunies-Ross to initiate a meeting of the finance subcommittee to review the current service Wellington provides for the H/K branch and to give initial thought to what financial issues would need to be addressed should H/K amalgamate with the Wellington Branch.

10 Membership Trends

a) Wellington Branch Membership Report as at 31 March 2021

Member Trends	31-Mar-20	31-Mar-21	Change
Annuitant	2,594	2,490	-104 (-4%)
Annuitant spouse	1,426	1,390	-36 (-2.52%)
Surviving spouse	773	740	-33 (-4.26%)
Pre-annuitant	141	133	-8 (-5.67%)
Pre-annu/spouse	109	106	-3 (-2.75%)
Total	5,043	4,859	-184(-3.64%)

b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1,806	371	143	170	2,490
Annuitant spouse	1,008	211	64	107	1,390
Surviving spouse	512	139	33	56	740
Pre-annuitant	128	0	3	2	133
Pre-annu/spouse	101	0	3	2	106
Total	3,555	721	246	337	4,859

c) National Membership Report as a Comparison

Member Trends	31-Mar-20	31-Mar-21	Change
Annuitant	12,805	12,873	+68 (+0.53%)
Annuitant/Spouse	7,222	6683	-539(-7.46%)
Surviving/Spouse	4,379	3936	-443 (-10.11%)
Pre-annuitant	519	522	+3(-0.57%)
Pre-annu/Spouse	411	420	+9 (+2.18%)
Total	25,336	24,434	-902(-3.56%)

11 Correspondence.

Nothing to report.

12 General business.

- a) AGM to be held on **Wednesday 26 May 2021 at Petone Working Men's Club**, the meeting beginning at 11am followed by luncheon.
- b) Next Committee meeting **Thursday 17 June 2021 at 10am**

The meeting closed at 12.05pm

Jirayu Brennan,
Branch Secretary

Confirmed:

Mike Smith,
Chair