



Minutes Wellington Branch 17 June 2021

Secretary
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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 17 June 2021.**

Present:

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

1 Welcome:

The Chair welcomed the committee to the meeting.

2 Apologies:

Alan Peck. The apology was accepted.

Bryan Whisker/Kay Monks

3 Minutes:

The Committee meeting draft minutes of 15 April 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 15 April 2021 be accepted as a true and correct record.

Kevin Duggan/Ray Woolhouse

The draft of the AGM minutes on 26 May 2021 was completed and being reviewed. The committee agreed the draft needed to be reviewed sooner rather than later. The draft would be sent to the committee for comment and feedback prior the next committee meeting on Thursday 19 August 2021.

ACTION: To include the draft of the AGM minutes of 26 May 2021 as an agenda item for the committee meeting on Thursday 19 August 2021

4 Matters Arising:

a) MacKenzie Trust.

Reported under Item 8 '*MacKenzie Trust*'.

b) Social Attendance Policy

The new Social Attendance policy was circulated prior to the meeting. The wording was clear and precise.

MOTION: The Social Attendance new wording was ADOPTED as the branch policy.

Mike Smith/Elizabeth Smaal

c) Mid-Winter Luncheon

It was confirmed that Bill Day, Chair of Wellington Hospital Foundation will attend the luncheon and be the guest speaker. A donation of \$500 from the branch would go towards new medical equipment for the Wellington Children's Hospital. He advised the donation could be made on-line. The Branch Secretary liaised with James Cook Grand Chancellor Hotel for audio-visual equipment required on the day.

It was agreed that Bill Day's speech should be prior to the luncheon and limited to a maximum of twenty minutes. Lunch should be served by 12.30pm (was to be served by 12noon). 'Safeguarding Super' and a centennial tote bag will be gifted to the guest speaker.

ACTION: The Secretary to advise the hotel regarding the lunch serving time.

ACTION: The Secretary to advise Bill Day regarding the twenty-minute time allocation for his speech.

d) Te Marua Golf Club

The venue had been used for the past few years for GSA branch Christmas functions. Members enjoyed the space and meal. The price was reasonable. The business may no longer be operating.

ACTION: Kay Monks to check if Te Marua Golf Club still operated the function business at Te Marua.

e) Horowhenua/Kapiti Interbranch Service Update

Reported under Item 10 'Interbranch'

5 Finance

a) Accounts to the end of May 2021

The financial performance and reports were circulated for the committee to review prior to the meeting. The branch was in a strong financial position, despite the financial performance showing a small deficit at 31 May 2021. An increase in membership subscription had increased the income of the branch per month. The deficit was a result of a subsidy of \$10 per member attending the AGM. This is recorded as \$390 in 'Governance' as 39 members attended the AGM. A further extra charge for the AGM was necessary as it was compulsory for the branch to pay for a minimum of 50 members. By the end of the financial year, the increased fee should compensate for this deficit.

b) Payments

The following tables list the payments made for **April 2021** and **May 2021**:

April 2021

Date	Expense	Amount	Payee
6 Apr	Wages	\$807.86	Secretary
16 Apr	Wages	\$807.86	Secretary

18 Apr	Telephone/Data bills	\$51.77	2Degree Mobile Limited
18 Apr	Mileage claims for recruitment	\$210.97	Bryan Whisker
18 Apr	Committee drinks	\$55.47	Mike Smith
18 Apr	Recruitment subcommittee meeting (23 March) morning tea (credit card)	\$18.08	New World
18 Apr	Anvil House (cleaning, power bill)	\$23.99	GSA National
18 Apr	Printing	\$4.17	GSA National
18 Apr	Committee meeting morning tea (credit card)	\$30.11	New World
20 Apr	PAYE Tax return	\$390	IRD
30 Apr	Wage	\$807.86	Secretary
	TOTAL	\$3,208.14	

May 2021

Date	Expense	Amount	Payee
14 May	Wage	\$807.86	Secretary
20 May	Rent (automatic payment)	\$204.80	GSA National
20 May	Refund to members	\$40	J&G Heeley
20 May	Cell phone & landline & data	\$51.97	2degree Mobile Limited
20 May	Recruitment poster papers (credit)	\$28.89	Warehouse Stationary
20 May	Postage envelop C5	\$193.80	Warehouse Stationary
20 May	Printing	\$18.53	GSA National
20 May	Anvil House cluster	\$24.81	GSA National
20 May	AGM	\$1,775	Petone Working Men's club
20 May	PAYE Tax return (5 weeks)	\$589.73	IRD
28 May	Wage	\$807.86	Secretary
	TOTAL	\$4,543.25	

The payments for April and May 2021 were noted and accepted.

Elizabeth Smaal/Ian Clunies-Ross

c) MYOB update and Cost

National Office directed that all branches consolidate finance using MYOB. The branch had been using MYOB only partially in the past as some figures were inaccurate. The branch had made several attempts to work with SUM IT Accounts, whom GSA had a contract with for running MYOB. However, this proved unsuccessful. A recent attempt was made and the issues with MYOB were resolved. The setup cost of \$675 for the branch was unexpected but necessary. A few items in MYOB needed to be adjusted. This is now being monitored but overall, it was working for the branch.

The branch Secretary and Kevin Duggan are working on the monthly financial reports. The report would be run every two months for the committee, but the Secretary would run it monthly and present it to Kevin to check for accuracy.

The committee suggested that an additional committee member should get involved with this process as a backup. The Chair volunteered.

ACTION: To involve the Chair in the operation of MYOB.

d) AGM Financial Reporting

Concern was expressed at how members' questions were responded to at the AGM. It had been a challenge to respond to members asking about the financial statement at the past two AGMs. The committee agree that the finance subcommittee needed to work out a strategy to deal with such queries.

ACTION: The Chair of the finance subcommittee to convene the finance sub-committee to discuss this matter.

6 Sub Committees:

6.1 Subcommittee Members

The branch discussed the composition of each subcommittee for 2021-2022 as follows:

- a) Recruitment:** Ian Clunies-Ross (Convener), Suzanne Holgate, Kay Monks, Mike Smith, and Bryan Whisker.
- b) Honours:** Mike Smith (convener), Ian Clunies-Ross, Elizabeth Smaal and Bryan Whisker
- c) Policy:** Kevin Duggan (Convener), Alan Peck and Bryan Whisker
- d) Finance:** Mike Smith (convener), Ian Clunies-Ross and Alan Peck
- e) Social:** Kay Monks (Convener), Suzanne Holgate and Elizabeth Smaal

The policy regarding the future of the Wellington Branch eg succession planning needed to be reviewed.

ACTION: The Policy subcommittee convener will arrange a meeting to review the branch policy on the future of the Wellington Branch.

6.2 Subcommittee Reports:

a) Recruitment - Ian reported.

Posters were being put up in places, but the committee needed to revisit these places to ensure the posters were still up. The libraries left the posters for a month, and it was worth following up with them to make sure the posters went back up.

The subcommittee should hold back on approaching central government agencies in Wellington asking them for permission to put the posters up in their department. It was understood that National Office was taking some action. It was proposed that the branch could be proactive in approaching government departments after consultation with the Board. It was noted that the GSA President was meeting with the Post Primary Teachers' Association.

The Ministry of Education had the poster up in its staff room. Suzanne Holgate had a contact at the Ministry of Health and could approach them for permission to put up the poster. She offered to work with government departments to get their permission to display the poster.

It was noted that the addresses of some annuitants on the electoral roll did not match with the record on the branch's database. The Secretary advised that Datacom sent out a list of updated addresses of members each year to National Office who then distributed this information to branches to update their records. Up-to-date information also depended on members notifying the branch Secretary when their address changed. Most returned mail was followed up.

The copy of the recruitment letter drafted by Bryan Whisker was circulated for feedback. The rationale behind this letter was for the committee to use it when approaching potential places/members to get the poster put up. Feedback and comment on this letter were welcome. It was agreed that the letter should be used by the Wellington branch recruitment subcommittee.

MOTION: THAT the recruitment letter be ADOPTED after making the amendments suggested by the committee.

Mike Smith/Suzanne Holgate

- b) **Honours.** Nothing to report.
- c) **Policy.** Nothing to report.
- d) **Finance.** As per discussions on item 5 'Finance'.
- e) **Social**

- i. **2021 AGM feedback**

- Thirty-nine members attended the 2021 AGM. This was disappointing. Because the venue imposed a minimum of 50 attendees for the function, we were required to pay for 50. The committee considered in the current Covid environment; businesses would have found ways to cover any additional costs.

- Late distribution of the newsletter in April could be one reason for few attending the AGM. A couple of members did not receive their newsletter in time for them to book for the AGM. Some members receiving their newsletter by via email were not sure how to open them to find the actual information. Some other members received the AGM invitation but did not attend as this AGM was so close to the one held in November 2020. The deadline for the printing of the newsletter is another factor. In attendance.

- ACTION:** The Secretary to approach National Office to suggest bringing forward the cut-off date for the newsletter.

- If it seemed that the delivery of the April newsletter was likely to be late, it might help if an email was sent to Wellington members, prior to the distribution of the newsletter, advising members that the newsletter was on its way. The email would include notification of upcoming functions and the booking form.

- IT was **RECOMMENDED THAT** the Secretary considers email notification to Wellington members prior to the newsletter going out, reminding members of the upcoming functions, and including a booking form.

- Suzanne Holgate/Ian Clunies-Ross**

Postponing both the AGM and the subsequent mid-winter luncheon to later dates would also be an alternative.

ACTION: The Secretary to schedule the 2022 AGM and mid-winter function in June and August, respectively.

ii. Wairarapa Luncheon-Masterton Club 23 September 2021

The venue at Masterton Club was confirmed. A few members from Wellington show interest in attending. In the past year, they were carpooling with committee members. If more members from Wellington wished to attend, a shuttle bus may be required. The committee was reminded that the objective for the Wairarapa luncheon was for members living in Wairarapa to be kept informed following the GSA Council meeting.

iii. Christmas function 2021.

Silverstream Retreat, Whirinaki (Expressions), and Te Marua Golf Club were three possible venues. Silverstream Retreat provided a great space for the centennial celebration in 2020. The room available for this year would be different from the Centennial in 2020. A revisit may be required.

Te Marau Golf Club was popular in the past for the branch Christmas luncheon. The committee agreed to check on the venue. Refer Item 4d)

Whirinaki (Expressions) in Upper Hutt was a mini exhibition centre and art gallery. Its new building and exhibition would be of interest to the members attending. Direct train from Wellington to Upper Hutt would be an advantage. However, the walking distance between the train station and the venue might not be suitable for some members. Parking could also be limited. The Social subcommittee will check the parking when visiting the venue.

ACTION: The Secretary to liaise with Expressions to arrange a visit by the Social Sub-Committee.

7 Council Meeting

a) Motion for Council:

It was suggested that the Council meeting would eventually require a tool or IT equipment to engage with members worldwide. This was especially important as membership numbers were decreasing quickly. It was suggested that the GSA Council meeting needed to move in that direction and that in order to address this issue a motion from the Branch be submitted to the Board for consideration at Council. The policy subcommittee was asked to look into this matter.

ACTION: Ian Clunies-Ross to draft the paper/motion regarding using/engaging wider members using IT equipment, have this discussed by the Policy subcommittee then submitted to the Board for the Council meeting in September.

b) Delegates to Council:

Ian Clunies-Ross and Kay Monks were nominated delegates to represent Wellington Branch at the Council meeting in September this year 2021.

8 MacKenzie Trust – Elizabeth reported.

A meeting of the trustees had been cancelled twice. A meeting was to be held at 12 noon after this branch committee meeting. The committee asked to see the Trust's financial statements. It was agreed that the trustees Bryan Whisker and Elizabeth Smaal would report back to the next committee meeting in August.

ACTION: To report the outcome from the trustee meeting of the MacKenzie Trust at the next committee meeting on 19 August 2021.

9 Board Report

Alan Peck was not at the meeting. Tony Hamilton had provided a very comprehensive report on GSA matters at the AGM on 26 May 2021. The President's report had been written up in detail in the AGM minutes.

10 Interbranch Administration Service to H/K Branch

There was an ongoing arrangement of membership service administration which Wellington provides to the Horowhenua/Kapiti branch. After their AGM, H/K advised that there would be no change to this arrangement, and that all was going well.

At the H/K branch 2021 AGM, a new Chair, Jeffrey Taylor was elected. He was previously the branch secretary. The previous Chair, Roger Pitchford, stepped down from the committee. There are five new members joining the committee.

There has been no meeting between the two branches over the past six months. It is business ran as usual.

11 Membership Trends

a) Wellington Branch Membership Report as at 31 May 2021

Member Trends	31-Mar-21	31-May-21	Change
Annuitant	2,489	2,487	-2 (-0.08%)
Annuitant spouse	1,390	1,395	+5 (+0.35%)
Surviving spouse	740	739	-1 (-0.13%)
Pre-annuitant	133	135	+2(+1.50%)
Pre-annu/spouse	106	108	+2 (+1.88%)
Total	4,858	4,864	+6(-0.1%)

b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1,797	375	145	170	2,487
Annuitant spouse	1,005	214	68	108	1,395
Surviving spouse	513	138	33	55	739
Pre-annuitant	130	0	3	2	135
Pre-annu/spouse	103	0	3	2	108
Total	3,548	727	252	337	4,864

c) National Membership Report as a Comparison

Member Trends	31-Mar-21	31-Mar-21	Change
Annuitant	12,866	12,839	-27(-0.20%)
Annuitant/Spouse	6,683	6,719	+36(+0.53%)
Surviving/Spouse	3,935	3,926	-9 (-0.22%)
Pre-annuitant	525	528	+3(+0.57%)
Pre-annu/Spouse	422	427	+5(+1.18%)
Total	24,431	24,439	+8(-0.03%)

The committee noted the increase in the membership number.

12 Correspondence.

Nothing to report.

13 General business.

a) Taxi Charge Company Registration

Wellington branch sought to register with the taxi charging company based in Auckland called TaxiCharge www.taxicharge.nz. It provides an account for clients who wish to use a taxi without having to pay directly to the taxi company. Once the account is created, an authorised person will be able to arrange a taxi to collect a member and the cost of this will be invoiced directly back to the Wellington Branch. This would facilitate a process that assists Wellington GSA members who wish to attend functions but were unable to do so due to health/mobility issues. The MacKenzie Trust has assisted members in the past using a trustee's personal credit card to cover taxi charges.

To register, Wellington Branch will need to work through the GSA Board as the branch cannot register in its own name. The Board will consider the matter at its next meeting. Once it is set up, all branches and Head Office will be able to make use of the facility with invoices for taxi usage going directly to which ever branch/HO made use of the service.

b) Committee Drinks After Committee Meetings

It was agreed that consumption of alcohol after the branch committee meeting should not take place in the office as this was disruptive to Head Office staff. Alcohol should also not be stored in the office space. If there was a special need at any time, then drinks could take place in the committee meeting room or at a local bar.

c) Telephone Calls on the 0800 Number

The Secretary raised the issue of the heavy load of telephone calls she received from members as far away as Hawkes Bay, Feilding, and Taranaki. National Office advised that it was a prior arrangement that all 0800 calls dialled from a mobile phone will divert to Wellington, Auckland and Canterbury branch secretaries. The committee suggested that a log be kept of received calls so that the traffic can be monitored over time. It was understood that if members called from a mobile phone, the calls should go to the nearest branch not to the main branches.

ACTION: The Secretary to keep a log of telephone calls from areas outside Wellington.

d) Mid-Winter Luncheon Thursday 29 July 2021

A 'mix and mingle' would begin from 11.25pm. The formalities would begin at 12 noon with the guest speaker followed by luncheon at 12.30pm.

e) Secretary on Leave

The Secretary advised she would be on leave from Saturday 10 July, returning Thursday 22 July 2021

f) Next Committee Meeting

Thursday 19 August 2021 at 10am, Level 1, Anvil House, 138 Wakefield Street, Wellington.

The meeting closed at 11.55am.

Jirayu Brennan,
Branch Secretary

Confirmed:

A handwritten signature in black ink, appearing to read 'Mike Smith', written in a cursive style.

Mike Smith,
Chair