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Minutes Wellington Branch 26 August 2021

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A meeting of the Wellington Branch Committee held electronically via ZOOM application at **11.00 am on Thursday 26 August 2021.**

Present:

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

1 Welcome:

The Chair welcomed the committee to the ZOOM meeting.

2 Apologies:

Suzanne Holgate and Bryan Whisker. The apologies were accepted.

Kay Monks/Ray Woolhouse

3 Minutes:

a) The Committee meeting draft minutes of 17 June 2021 were circulated to the committee prior to the meeting for comment and feedback.

It was **MOVED THAT** the minutes of the meeting held on 17 June 2021 be accepted as a true and correct record.

Mike Smith/Elizabeth Smaal

b) The draft minutes of the AGM held on Wednesday 26 May 2021 were circulated to the committee for feedback as to accuracy.

It was **MOVED THAT** the draft of the 2021 AGM minutes was now ready to be presented at the 2022 AGM for final approval.

Ian Clunies-Ross/Elizabeth Smaal

4 Matters Arising:

a) **Web Page:** Ian Clunies-Ross had suggested at the June meeting that the GSA web page could be electronically more interactive to engage more members and that this issue should be considered at Council. Alan Peck commented that the current web page was simple and easy to use. To upgrade the web page would require more technical knowledge, more time spent on it and it would be more expensive. Statistics showed a low number of people visited the website. GSA also has a Facebook page that was available for members to post/ask questions.

If the branch had presented a motion at the Council, the remit would need to specify what was required. At this stage, any motion had passed the deadline for the 2021 Council to consider. It was agreed that more thought was required on this subject.

- b) **Financial Report to AGM:** The committee discussed a plan to respond to questions from members at the AGM at Q & A time. There had been a few challenging questions regarding the financial report of the branch at past AGMs. Being prepared and pre-empting questions would assist the committee to respond to members effectively. Once the financial report year ending March 2022 is completed, the Finance Committee should aim to work on potential concerns from members at the AGM.
- c) **Cut-off Date for Newsletters:** One of the possible reasons for lower numbers attending the 2021 AGM was that the newsletter was distributed too late. It was suggested the branch should suggest to National Office that an earlier cut-off date for newsletters would help. The committee agreed that the branch would postpone the AGM a few weeks thus moving the AGM from May to later in June. Organising the AGM later in June would allow sufficient time for members to receive the April newsletter and make a booking.

ACTION: Secretary to look at a possible date in June 2022 for the AGM. This would be advertised in the October newsletter.

- d) **Taxi-Charge Registration:** Wellington branch had attempted, in its own right, to register with an Auckland based company that would enable Wellington branch members, who needed transport to attend functions, to use a taxi with the charges coming directly to the Branch. However, the taxi-charge company required the GSA Board to undertake the registration. The Board has not agreed to this. Having the taxi account would be beneficial to members. It was agreed that the Branch would further negotiations with Taxi-Charge and also check if there were similar companies in Wellington.

ACTION: Jirayu to follow up with Taxi-Charge to try to get an account set up under the Branch name and to research alternative companies operating in Wellington.

- e) **Deputy Chair:** The branch noted in the Branch survey health check sent to National Office that the position of deputy chair had been vacant since the end of 2020.
- f) **0800 Calls:** The Secretary had reported at the June meeting that she was receiving many 0800 calls for other branches. Since the last meeting, the calls from other areas had dropped, and it was not now an issue. Only three calls had been received recently from other areas and this was within capacity.

5 Finance

a) Accounts to the end of July 2021

The financial performance and report were circulated for the committee to review prior to the meeting. The financial performance for the financial year to 31 July 2021 showed the Branch was in a sound financial position.

The financial statement to the end of July 2021 was noted and approved.

Mike Smith /Kay Monks

b) Payments

The following tables list the payments made for **June 2021** and **July 2021:**

June 2021

Date	Expense	Amount	Payee
3 Jun	MYOB Account set up & Training	\$776.25	SUM-IT Account Limited
11 Jun	Wages	\$807.86	Secretary
17 Jun	Telephone/Data bills	\$51.77	2Degree Mobile Limited
17 Jun	Transport for AGM	\$476.10	Tranzit Coachline
17 Jun	Railway Social Club	\$133.00	Ray Woolhouse
17 Jun	Bank Account Fee	\$6.25	Kiwibank
17 Jun	Anvil House (cleaning, power bill)	\$31.35	GSA National
17 Jun	Printing	\$2.00	GSA National
17 Jun	Committee meeting morning tea (credit card)	\$31.59	New World
17 Jun	Account Review	\$500.00	Kevin Duggan
17 Jun	PAYE Tax return	\$390.00	IRD
20 Jun	Rent	\$204.80	GSA National
25 Jun	Wage	\$807.86	Secretary
	TOTAL	\$3,410.97	

July 2021

Date	Expense	Amount	Payee
9 July	Wage	\$807.86	Secretary
9 July	PAYE Tax return	\$390.00	IRD
20 July	Rent (automatic payment)	\$204.80	GSA National
21 July	Cell phone & landline & data	\$51.97	2degree Mobile Limited
21 July	Refund to member- mid winter luncheon	\$34.00	Jeffrey Taylor
21 July	Postage envelop DLE (25xcpcks) & C5 (50x2pcks)	\$248.00	Warehouse Stationery
21 July	Office printing papers (with National Office) x 7	\$48.48	Warehouse Stationery
21 July	ACC Levy	\$76.19	Accident Compensation Corp
21 July	Printing	\$10.40	GSA National
21 July	Anvil House cluster	\$12.58	GSA National
21 July	April Newsletter printing B&W	\$1,07.45	GSA National
23 July	Wage	\$807.86	Secretary
	TOTAL	\$2,692.14	

The payments for June and July 2021 were noted and accepted.

Elizabeth Smaal /Mike Smith

6 Sub Committee Reports:**a) Recruitment:** Ian Clunies-Ross reported

- i. **Recruitment Letters** - The letters were sent to a possible spouse of members who were not registered as a GSA member. This was identified through the electoral roll.

- ii. **Posters** - There was no deadline for checking whether the posters delivered last year were still on display in all venues. Members could check when their time allowed. Posters given to the clubs tended to stay on their notice boards but libraries tended to remove posters more quickly.
- iii. **National Office Files** - The national office had discussed GSA recruitment matters in the past, with the State Services Commissioner, Peter Hughes. He had been supportive and had agreed to contact heads of government departments with a view to their displaying the GSA recruitment poster on their notice boards. National Office has not yet responded to the Branch's request to see the files relating to this matter.

b) **Honours** – nothing to report

c) **Policy** - nothing to report

d) **Finance** – as per item 5 – Finance

e) **Social**

- i. **Mid-Winter Luncheon, Thursday 29 July 2021:** This had been a successful function with excellent food and fashionably pricey drinks!. The branch received a thank you message from Bill Day, the excellent guest speaker, for the \$500 donation the branch had given for equipment for the new Children's Hospital. The branch also received a thank you message from Jeffrey Taylor, the Chair of Horowhenua/ Kapiti Branch who had been invited to attend the luncheon. Members had been encouraged to use public transport as the hotel was easily accessible on Lambton Quay. Due to strike action by some bus companies on the day, some attendees had no option but to use their own cars. The parking, if it was in fact available at the facility, was extremely expensive (\$36/hr). Providing a parking subsidy for members attending any future luncheon at the James Cook Hotel Grand Chancellor and needing to use their own cars, would be considered with financial support from the MacKenzie Trust. It was agreed this matter needed to be discussed if the branch were to revisit the venue.

ACTION: To ensure a parking subsidy for a mid-winter luncheon at the James Cook Hotel Grand Chancellor be considered to help the members who would need to use their own transport for an approved reason.

- ii. **Wairarapa Luncheon Thursday 23 September:** This function would now take place prior to the Council, as the Board has had to postpone the Council to 22-23 October. The committee agreed it should take place regardless of the date of the Council. However, the meeting can only proceed if we are in Level 2. With Level 2, all patrons needed to be seated one metre apart with food being served rather than the usual buffet style. The gathering would need to be less than 100 people which would not impact the branch function. The committee considered the possibility of the cancellation of the function even if the alert level did change to Level 2. It was agreed that a decision needed to be made closer to the date.

ACTION: To follow up on the situation with Covid -19 alert level changes to decide whether or not to proceed with the Wairarapa Luncheon on Thursday 23 September.

- iii. **Christmas Luncheon Wednesday 24 November:** It was confirmed this luncheon would be held at Te Marua Golf Club in Te Marua, Kaitoke Park on Wednesday 24 November 2021. The caterer had changed but the menu remained as agreed with the previous caterers. The price and the menu were reasonable. The committee agreed that the Social Subcommittee would discuss the details and report back to the committee.

ACTION: The Social Subcommittee to meet and discuss the details of the Christmas luncheon on 24 November and report back to the next committee meeting.

7 Council Meeting

The Board had decided, in the light of current Covid levels, to postpone the Council meeting to 22-23 October 2021 at the West Plaza Hotel. The Taranaki Branch put forward one motion, the assignment of the annuity, to be considered at the Council this year. Two votes would be required 1) whether to accept this motion and 2) whether the motion be discussed at the Council. Wellington branch is required to consider this motion and vote on it as a branch. It was agreed that the branch would decide on the vote at the next committee meeting to be held on Thursday 21 October 2021.

ACTION: To include the Taranaki branch remit for discussion and decision at the next branch committee meeting.

The model of arrangements for membership service administration between Wellington and Horowhenua/Kapiti branches was proving effective. Ian Clunies-Ross will approach the Board to speak about this arrangement at Council.

The Wellington branch committee considered the nominations for election to the positions of GSA President, Vice-President and five Board members. Voting preferences were noted by the Wellington branch delegates to Council.

8 MacKenzie Trust – Elizabeth Smaal reported.

The trustees Virginia Breen, Bryan Whisker and Elizabeth Smaal had met on 17 June at Anvil House. Some decisions were agreed around the management of the monies consisting of 3 term deposits, a 'GO' account, and a super saver account, held in the Trust. Virginia had managed any financial transactions and the annual tax returns over the past 3 years. All Trustees now had full access to the account online and any payments needed to be authorised by a second trustee, in line with the Trust Deed. Virginia, as a qualified accountant, had agreed to provide a statement of Financial Performance and of Financial Position for the year ending 31 March 2021. The key objective of the MacKenzie Trust was to assist GSA members who had mobility difficulties to receive financial assistance with transport in order to attend meetings. The committee discussed future possibilities to maximise the use of this fund. One suggestion is to offer transport assistance for members who lived in other areas such as Horowhenua/Kapiti to attend functions in Wellington. This is likely to be an ongoing discussion.

9 Board Report Alan Peck reported:

The GSA Board met via Zoom on Monday 23 August 2020 to discuss matters:

- a) The office manager, Pamela Arul has resigned and her last day was Friday 27 August. Recruitment was underway. Working hours were increased to 25 hours per week.

- b) General Secretary, Karen Knobloch tendered her resignation, and would be with GSA until the 3rd week of September. The Board is working with a recruitment agency to recruit new candidates. The hours for this role would be increased. The GSA President was working with Karen to ensure the smooth running of the office. Alan Peck agreed to help when required. The National Office will advise all branches of this National Office vacancy.
- c) GSA Branch Health Check Surveys were returned and are being collated. Most branches were in a stable condition. Numbers of members attending AGMs were down. Two branches failed to achieve a quorum (less than 20 members attended) at their AGM. There were several branches with no deputy chair with Wellington branch being one of them. Most branches were satisfied with the support received from National Office and the Board.

10 Interbranch Administration Service to Horowhenua/Kapiti Branch

The services are ongoing. Wellington branch received positive feedback from Horowhenua/Kapiti Branch Chair commenting that assistance with membership administration was very helpful. Everything is running smoothly with special thanks to Wellington Branch Secretary, Jirayu Brennan for her work.

The H/K Chair expressed an interest in setting up an online meeting system for his Kapiti branch. Jirayu has offered to help if this is required.

11 Newsletter

The October newsletter deadline is 9 October 2021. The Committee was asked to send any information to be included in the newsletter to the Chair and the Secretary.

12 Membership Trends

a) Wellington Branch Membership Report as at 31 July 2021

Member Trends	31-Mar-21	31-July-21	Change
Annuitant	2,489	2,452	-37 (-1.48%)
Annuitant spouse	1,390	1,381	-9 (-0.64%)
Surviving spouse	740	726	-14 (-1.89%)
Pre-annuitant	133	145	+12(+9.02%)
Pre-annu/spouse	106	117	+11 (+10.37%)
Total	4,858	4,821	-37(-0.76%)

b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1,778	369	134	171	2,452
Annuitant spouse	997	211	65	108	1,381
Surviving spouse	510	132	29	55	726
Pre-annuitant	138	1	3	3	145
Pre-annu/spouse	110	1	3	3	117
Total	3,533	714	234	340	4,821

c) National Membership Report as a Comparison

Member Trends	31-Mar-21	31-July-21	Change
Annuitant	12,866	12,696	-170(-1.32%)
Annuitant/Spouse	6,683	6,684	+1(-0.01%)
Surviving/Spouse	3,935	3,881	-54 (-1.37%)
Pre-annuitant	525	538	+13(+2.47%)
Pre-annu/Spouse	422	435	+13(+3.08%)
Total	24,431	24,234	-197(-0.80%)

12 Correspondence

The branch received a thank you letter for the \$500 donation to the Wellington Hospital Foundation.

13 General Business

Next Committee meeting on Thursday 21 October 2021.

The meeting closed at 12.56 pm.

Jirayu Brennan,
Branch Secretary

Confirmed:



Mike Smith,
Chair