



Secretary  
PO Box 11993  
Manners Street  
Wellington 6142

## Minutes Wellington Branch 21 October 2021

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 Wellington Branch Committee held in Suite 2, Level 1, Anvil House, and 138 Wakefield Street at **10.00am on Thursday 21 October 2021**

### **Present:**

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

### **1 Welcome:**

The Chair welcomed the committee to the meeting.

### **2 Apologies:**

Bryan Whisker. The apologies were accepted.

**Ian Clunies-Ross/Ray Woolhouse**

### **3 Minutes:**

a) The Committee meeting draft minutes of 26 August 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 26 August 2021 be accepted as a true and correct record.

**Ian Clunies-Ross/Kay Monks**

### **4 Matters Arising:**

a) **Taxi-Charge registration:** The secretary was to contact the Taxi-Charge company that run the accounts for different organisations requiring taxi services. To set up the account with the company the Board of GSA had to be registered. The branch agreed that the Secretary would contact the company to request that the account be set up under the branch name only. The secretary was advised to explore alternative options including registering directly with individual taxi companies, rather than Taxi-Charge, which is an accounting company.

**ACTION:** The secretary will again ask the Taxi-Charge company to create an account for the Wellington Branch of GSA. If this fails then the secretary will explore having an account with individual local taxi companies in Wellington.

b) **Christmas Luncheon:** The Christmas luncheon on Wednesday 24 November 2021 was discussed at the social section 6 d).

c) **Taranaki Branch Remit:** The committee set out to discuss and vote on a remit from Taranaki Branch regarding the assignment of an annuity. It was to have been presented at the Council meeting on 23-24 October 2021 but Council had been

cancelled. Council was, firstly to decide if the motion be accepted as it was submitted later than the deadline. Secondly, if the Council accepted it, it was speculated that the Taranaki branch might withdraw the motion. The Board was of the opinion that any discussion on the remit should be delayed as it was against the current legislation. The committee agreed that discussion could take place should this matter arise again in the future.

## 5 Finance

### a) Accounts to the end of September 2021

The financial performance and report were circulated for the committee to review prior to the meeting. The branch's finances are in a strong position. There was no luncheon at Wairarapa this year which has resulted in the current surplus being ahead of budget. There will, however, be more spending at the Christmas luncheon.

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

**Alan Peck/Suzanne Holgate**

### b) Payments

The following tables list the payments made for **August 2021** and **September 2021**:

#### August 2021

Date	Expense	Amount	Payee
5 Aug	Mid-Winter Luncheon	\$2,236	James Cook Hotel
5 Aug	Donation	\$500.00	Wellington Hospital Foundation
6 Aug	Wages	\$807.86	Secretary
19 Aug	Refund Mid-Winter Luncheon	\$30.00	GSA Member
19 Aug	Courier meeting documents to committee	\$8.70	NZ Post
19 Aug	NZ Stamps for membership letters	\$240.00	NZ Post
19 Aug	Cell phone-Landline/Data	\$51.77	2Degree Mobile Limited
19 Aug	Anvil House (cleaning, power bill)	\$34.15	GSA National
19 Aug	Printing	\$2.63	GSA National
19 Aug	PAYE Tax return	\$390.00	IRD
20 Aug	Rent	\$204.80	GSA National
20 Aug	Wage	\$807.86	Secretary
	<b>TOTAL</b>	<b>\$5,313.77</b>	

#### September 2021

Date	Expense	Amount	Payee
3 Sep	Wage	\$807.86	Secretary
17 Sep	Wage	\$807.86	Secretary
17 Sep	PAYE Tax return	\$390.00	IRD
17 Sep	Cell phone & landline & data	\$51.97	2degree Mobile Limited
17 Sep	External assistant	\$60.00	Secretary
17 Sep	Anvil House cluster	\$5.06	GSA National
17 Sep	Bank fee	\$6.25	Kiwibank
20 Sep	Rent (automatic payment)	\$204.80	GSA National

22 Sep	Transport to/from Mid-Winter (Uber)	\$14.20	Secretary
22 Sep	Spot Prize Mid-winter	\$30.22	Kay Monks
	<b>TOTAL</b>	<b>\$2,378.22</b>	

The payments for August and September 2021 were noted and accepted.

Kay Monks was thanked for purchasing good spot prizes for the mid-winter luncheon on 29 July 2020.

**Elizabeth Smaal /Mike Smith**

## 6 Sub Committee Reports:

### a) Recruitment - Ian Cluniess-Ross and Suzanne Holgate reported.

Eight to nine schools in Wellington region were visited to promote the GSA. When visiting these schools, a recruitment poster was provided to be placed on the staff notice board. The visits had been well received. The NZ Qualification Authority (NZQA) and the Ministry of Education were also visited. It was noted that a number of staff who were mostly in their 50s and 60s were still contributing to the scheme. The youngest were in their late 40s. The message highlighted the benefit of becoming a GSA member.

The Chair thanked Suzanne Holgate for her efforts and valuable contribution.

### b) Honours

Nothing to report.

### c) Policy

Nothing to report.

### d) Finance.

As in item 5 Finance

### e) Social

#### a. Christmas Luncheon Wednesday 24 November

- i. A free bus from Wellington Railway station and one from Masterton in the Wairarapa, stopping at each town to Te Marua Golf Club were all booked. Suzanne Holgate volunteered to check the members who had booked to travel by bus from Wellington. A volunteer is still required to check members coming from the Wairarapa.

#### **ACTION:**

- i. Jirayu to arrange for a volunteer to check members on the bus from the Wairarapa.
- ii. A complementary drink voucher for each member would be prepared for members attending on the day.
- iii. Entertainment was all set and ready.
- iv. A draft of a placemat was circulated for feedback. There were a few changes. It was now all ready to be used.
- v. Kay Monks and Suzanne Holgate would scope out the deal for Christmas crackers. It was agreed that the prizes would include 3 boxes of chocolates, 3 white and 3 red wines all of equal value. Kay and Suzanne would organise the spot prize.
- vi. Te Marua will be asked to provide white tablecloths for the luncheon.

**b. Schedule of AGM 2022- 15 June 2022**

A tentative booking for the 2022 AGM with Petone Working Men's Club (PWMC) was made for 15 June 2022. This was in response to the feedback from the members who may not receive the newsletter in time for the booking cut-off date. More details of the price per head, and the menu would be updated early 2022.

**ACTION:** Jirayu to follow up on the new menu and luncheon price with PWMC early in 2022.

**7 Branch Health Check Survey**

The National Office had sent out a Branch Health Survey to be completed by all nineteen GSA branches. The information was collated by Alan Peck, a member of the Board and the Wellington branch committee. Originally the results were to be presented at the Council meeting. Instead, the results have been sent out via email to branch secretaries. The summary was broken down into separated categories. There were seventeen questions in the survey. The following information was included in the summary:

- a) An average attendance at AGMs was 4%-6% of members. The lowest was 1%. It would be unrealistic to expect branches to have 5% of members attending the AGM, especially for the bigger branches. Generally, AGM attendance had always been low across all branches. A couple of branches' AGM attendance in 2021 did not achieve a quorum.

The committee was of the view that the branch had already subsidised significantly the cost of attending the AGM to attract more members. This information could be emphasised when advertising the AGM in the April Newsletter.

Tony Hamilton, the GSA President had been very active in attending the AGM of various branches with this having a positive impact on numbers.

- b) The response from branch committees were generally overly optimistic, branch committees were generally perceived to be competent but many branches had little committee turn-over. Two branches struggled to recruit new committee and were facing amalgamation.
- c) Social functions were not well attended generally across branches.
- d) Recruitment was becoming difficult.
- e) Most branches were satisfied with the support from National Office.
- f) The Board was of the opinion that Newsletters could be better utilised. The committee discussed ideas for sharing or putting all branches into one newsletter. It would allow other branches to see what other branches were doing.
- g) The final section focussed on approaches to MPs. The Board was adamant that no branch should approach any politician. All communication with MPs should be from the Board to ensure a consistent message across GSA.

- h) The revised Incorporate Societies Act affects GSA as an entity but not at individual branch level. There was a suggestion that the Council meets every two years, but the Incorporate Societies ACT states there has to be an annual meeting

There was a very good respond from branches.

A direct surveying of individual GSA members was again raised. National office had rejected this suggestion noting that a survey, carried out four to five years ago, was costly, too time consuming to analyse and of little value. This branch health survey should reflect the overall level of satisfaction of its members.

## **8 Mackenzie Trust**

Nothing to report.

## **9 Board report & Council Meeting**

The Council meeting was set for Labour Weekend but was cancelled due to uncertainty of Covid restrictions in various branches. Prior to the cancellation, the Board sought an indication from branches as to what delegates would be able to attend Council to make sure Council would achieve a quorum. It would require 19 delegates and one President to form a quorum. The indication was that a quorum might not be achieved as Northland, Waikato and Auckland branches were in lockdown and some others did not plan to attend.

The plan is that the Board convene an extraordinary meeting early in 2022. It was not sufficient time to hold a quick meeting to discuss and pass the proposed constitutional changes regarding electronic meetings and proxy voting as any constitutional changes have to be registered with the Registrar of Incorporated Societies.

Voting for Board members was carried out on line with each branch sending their result to National Office. Three Board members had stood down this year. The Board urgently needed a new member. The current President, Tony Hamilton and Vice President, Alan Straker were elected unopposed.

## **10 Interbranch (Membership administration service to Horowhenua/Kapiti (H/K) Branch)**

Jirayu continues to provide membership administration services for the H/K branch. The branch was satisfied with the service provided. They were considering whether more work could be offered to Jirayu. This would be discussed at their committee meeting on 27 October.

The Wellington branch committee agreed in principle for Jirayu to undertake further work for the H/K branch. The Wellington Chair will discuss the detail with H/K but in general it will require a variation of the current Memorandum prepared by both branches when the arrangement was started. Jirayu will remain employed/managed by Wellington branch who will invoice H/K monthly.

**ACTION:** Chair to work with Horowhenua/Kapiti regarding any additional hours of work H/K should offer Jirayu.

H/K Branch also invited Jirayu and the Chair or one of the committee members to attend their end of the year function on 11 November. It was agreed that Jirayu Brennan and Elizabeth Smaal attend the end of the year meeting.

**ACTION:** Jirayu to inform H/K Branch that Jirayu Brennan and Elizabeth Smaal will attend the end of the year function of their branch.

## 12 Branch Newsletter

The newsletter was distributed on 22 October 2021.

## 13 Membership Trends

### a) Wellington Branch Membership Report as at 30 September 2021

Member Trends	31-Mar-21	30-Sep-21	Change
Annuitant	2,489	2,438	-51 (-2.04%)
Annuitant spouse	1,390	1,371	-19 (-1.38%)
Surviving spouse	740	721	-19 (-2.56%)
Pre-annuitant	133	145	+12(+9.02%)
Pre-annu/spouse	106	117	+11 (+10.37%)
<b>Total</b>	<b>4,858</b>	<b>4,792</b>	<b>-66(-1.35%)</b>

### b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1,758	371	138	171	<b>2,438</b>
Annuitant spouse	986	210	67	108	<b>1,371</b>
Surviving spouse	506	129	31	55	<b>721</b>
Pre-annuitant	139	1	3	3	<b>145</b>
Pre-annu/spouse	110	1	3	3	<b>117</b>
<b>Total</b>	<b>3,498</b>	<b>712</b>	<b>242</b>	<b>340</b>	<b>4,792</b>

### c) National Membership Report as a Comparison

Member Trends	31-Mar-21	30-Sep-21	Change
Annuitant	12,866	12,561	-305(-2.37%)
Annuitant/Spouse	6,683	6,624	-59(-0.88%)
Surviving/Spouse	3,935	3,829	-106 (-2.69%)
Pre-annuitant	525	523	-2(-0.83%)
Pre-annu/Spouse	422	422	0 ( 0%)
<b>Total</b>	<b>24,431</b>	<b>23,959</b>	<b>-472(-1.93%)</b>

## 14 Correspondence.

Jirayu reported that there had been an issue with sending out a sympathy letter to a surviving spouse when a member died. This letter also advises of steps that need to be taken with regard to Datacom and the member's annuity payments. Most sympathy letters were set out a week or so after the death (and it is dependent on when notification is received from Datacom) but in one particular case, a spouse was very upset to receive a letter after she had carried out all the necessary steps with Datacom. It was unfortunate that the sympathy letter was perhaps late and caused this reaction.

**ACTION:** Secretary to check the Operational Manual regarding the steps outlined for sending out sympathy letters to surviving spouses.

**15 General business.**

- a) The Secretary will be on annual/bereavement leave from December until January 2022. She will ask National Office if they will cover the branch telephone. If that was not possible, the Chair agreed to cover the phone.

**ACTION:** Jirayu to ask National Office if they would answer/manage the branch telephone during Jirayu's absence.

- b) Next Committee meeting and the End of Year function with National Office will be on Tuesday 7 December 2021.

The meeting closed at 11.39 am.

Jirayu Brennan,  
Branch Secretary

Confirmed:



Mike Smith,  
Chair