

MINUTES OF THE BOP GSA MEETING

HELD 31st JANUARY 2025 10am

Tauranga Citizens Club 13th Avenue, Tauranga

Meeting open 10.02am

Present: Jeannie Johansson, Darryl Bellamy, Ken Crosswell, Anne Cato
Anke Hermannsdorfer.

Apology: Barbara Wade
be accepted.

Moved: Jeannie Johansson the apology
Seconded: Darryl Bellamy

Minutes of 11th October 2024 and 27th November 2024 were confirmed.

Moved: Jeannie Johansson that these were a true and correct record of those meetings. **Seconded:** Ken Crosswell.

Matters arising from those Minutes: 11th October 2024

Anne Cato queried the response from Head Office re the donation of \$20,000.00, the fact that the secretary had to ask for an acknowledgement of the deposit into their Bank Account. It was felt by the committee this was not good enough, as a paper trail needs to exist.

Question was asked about the reference to Section 5.6 in the Operations Manuel, re payments over \$200.00. It was clarified that all payments passed in the Budget do not require further approval.

Recommendations Document had not been finalised and sent to committee. Anne Cato will undertake to simplify the documents and send out to all committee; this will be the final Budget Documents.

There was no further discussion for the 11th October or 27th November Minutes.

Correspondence: Inward/Outwards.

All correspondence had been sent to committee there were no questions. Secretary Jeannie Johansson **Moved** that the inward be accepted and the outward be approved. **Seconded** Darryl Bellamy **The** secretary questions the need for correspondence as it is all emails,

however committee felt this was the only way of seeing how busy the Secretary can get. Correspondence report will stay.

Financial Report: As at the 31st January 2025 Account Balances.

Closing balance Chq Acct: \$17,825.42 Westpac Investment \$30,021.45
Accumulated Funds: \$47,846.87.

Treasurer: Ken Crosswell moved his financial report be accepted.

Seconded: A Cato

Treasurer Ken Crosswell also asked for approval to pay meeting Expenses. Anne Cato questioned the Balance sheet with payments to the Secretary for Phone payments dated 14.10.24 \$188.00. Anne Cato pointed out that this was covered in the Secretary's Payment dated 23/10/24. Treasurer to make the payment adjustment on the 31st of January 2025 payment.

Membership Report: Members Deceased: November 3 December 5
January 2025 2. New Members Welcomed January 2025 1
Transfers In Nil for all months. Transfers Out Nil for all months

Membership Totals as at 15/01/2025

Totals 1350 A 684, AS 423, SS 214, PA 10, PAS 9 No Visits, 4 phone Calls

Secretary Jeannie Johansson Moved the Membership Report be adopted and accepted. Seconded: Ken Crosswell.

Board Minutes and January 2025 Bulletin:

These had previously been sent to all committee, there was no further discussion.

General Business:

Discussion took place on the AGM venue and Guest speaker. It was decided to use the Oaktree Restaurant, and 2 quest speakers were discussed. A member for the AA Vehicle Licencing for over 80s, and the Retirement Commissioner Jane Wrightson. Secretary to follow these suggestions up and book the Oaktree.

Retirement Villages: discussion took place on how best to talk to these groups as it is felt many GSF and NPF recipients may live in these complexes and not be members of the GSA. Looking for ways to increase our membership. Secretary has been asked to speak to Lyn Buxton and

our Board Liaison Member re a GSA kit and Flag that all Branches could use.

Branch Development Annual Plan for 2025:

These documents were given to all committee to look at over the next months and we would write the Plan at the next committee meeting.

There was no further business, and the meeting closed at 11.51am

Meeting reopens at 11.51am Secretary moved to have payments approved for payment to Microsoft 365 and Warehouse Stationary. Payments were approved by all committee. Seconded Anne Cato.

Meeting closed 12.02pm

Next meeting will be 21st March 2025 to be held at the Tauranga Citizens Club at 10am.

Memo: Following the 31 January 2025 Committee Meeting, the following is a summary of what has been agreed to by the BOP GSA 2024/25 Committee.

We agreed to create a budget to try and ensure our planned spending for the year does not exceed our income for the year.

Our budget is prepared to meet the expectations of Section 5.2 of the GSA Operations Manual. The budget is for the period 1 April 2024 - 31 March 2025. The amounts suggested in the budget are for the stated budget period and will be reviewable each year (ie any disbursements agreed to, are only agreed to for this particular budget year)

The budget is created/recorded using MYOB in line with section 5.2 of the GSA Operations Manual.

The Committee has taken note of Section 5.6 of the Operations Manual.

We have discussed, agreed to, and recorded in the minutes, a statement that all payments of Branch funds over \$200 be approved by the Chairperson before payment is made. The committee confirmed during the

meeting on 31 January 2025 that approval has already been given for payments to be made for all items outlined in the budget.

Committee Members will be reimbursed for travel to Branch Meetings/Area Meetings/Member Visits and any other branch related travel.

BOP GSA Committee Members will be reimbursed for return trips in order to attend BOP GSA Committee meetings.

Jeannie 33.4 km = \$34.74

Ken 8.4 km = \$8.74

Anne 17.2 km = \$17.89

Barbara 8.2 km = \$8.53

Anke 98.6 km = \$102.54

Darryl 15.6 km = \$16.22

Total cost budgeted per meeting \$188.66 x 6 meetings = \$1131.96

Additional Payments Agreed to for the 2024/25 financial year

In addition to reimbursement for travel expenses, the BOP GSA Committee has agreed to make payments to our Secretary, Chairperson and Treasurer for the 2024/25 financial year. The total payment to be made for each role is outlined below.

Secretary \$2435 - Citizens Club existing membership (\$35), phone allowance (\$50 per month), general expenses allowance (\$50 per month) and allowance for preparation of reports, newsletters, minutes, meeting agendas and contact with members and National Office (\$100 per month)

Chairman \$645 - Citizens Club new membership (\$45), phone allowance (\$30 per month) and general expenses allowance (\$20 per month)

Treasurer \$875 - Citizens Club existing membership (\$35), phone allowance (\$20 per month) and general expenses allowance (\$50 per month)