



Minutes

Wellington Branch

17 February 2022

Secretary
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A meeting of the Wellington Branch Committee held in Suite 2, Level 1, Anvil House, 138 Wakefield Street at **10.00am on Thursday, 17 February 2022.**

Present:

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

1. Welcome:

The Chair welcomed the committee to the meeting.

2. Apologies:

Bryan Whisker sent an apology. The apology was accepted.

Mike Smith/Elizabeth Smaal

3. Minutes:

The Committee meeting draft minutes of 7 December 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 7 December 2021 be accepted as a true and correct record, with the addition of Suzanne Holgate as being present.

Elizabeth Smaal/Kevin Duggan

4. Matters Arising:

a) New Secretary:

The Committee expressed its gratitude to the former secretary, Jirayu Brennan. Horowhenua/Kapiti Branch expressed interest in having the Wellington Secretary's work expanded.

ACTION: Chair to write a letter of appreciation to Jirayu.

b) April Newsletter Preparation:

The Committee decided to include the Mid-winter luncheon in the newsletter. Elizabeth and Mike to co-ordinate material and Catherine to arrange final layout.

ACTION: April newsletter to be emailed to the National Office by the Secretary by 8 April.

c) Taxi-Charge Registration Update:

Nothing to update. Committee decided to let this matter lapse.

d) Update on a list of Wellington members who have been recruited and those died since previous report

ACTION: The Secretary will update for the next Committee meeting.

e) AGM - Petone Working Men's Club:

The Vaccine pass is required upon entry to the venue.

ACTION: Kay will sort out menu, maximum number of attendees, logistics and provide an update for the Social Committee.

f) Booking Te Marua for Christmas Luncheon 24 November 2022:

ACTION: Kay will confirm with Te Marua and explore transportation options. Attendees for the bus will need to be confirmed from bookings.

5. Finance

i. Accounts To The End of January 2022:

The financial performance and reports were circulated for the Committee to review prior to the meeting. The branch is in a strong financial position.

The budget will be ready for the next Committee meeting. The Committee is advised to notify Kevin ASAP should there be any upcoming expenses.

The financial statement to the end of January 2022 was noted and approved.

Mike Smith/Suzanne Holgate

ii. Payments:

The following tables list the payments made for **December 2021** and **January 2022**:

December 2021

Date	Expense	Amount	Payee
10 Dec	Wage	\$862.11	Secretary
18 Dec	Anvil House Cluster	\$25.93	GSA National
18 Dec	PAYE Tax return	\$412	IRD
20 Dec	Cell phone-Landline/Data	\$51.77	2Degree Mobile Limited
20 Dec	Rent	\$204.80	GSA National
24 Dec	Wage	\$862.11	Secretary
24 Dec	Business Credit Card Fee	\$6.25	Kiwibank
	TOTAL	\$2,424.97	

January 2022

Date	Expense	Amount	Payee
7 Jan	Wage	\$862.11	Secretary
19 Jan	PAYE Tax return	\$596.00	IRD
19 Jan	Cell phone & landline & data	\$51.97	2degree Mobile Limited

19 Jan	Cell phone additional charge for roaming	\$ 22	2degree Mobile Limited
19 Jan	Antivirus computers	\$7	GSA National
19 Jan	Rent (automatic payment)	\$204.80	GSA National
21 Jan	Wage	\$862.11	Secretary
	TOTAL	\$2,605.99	

The payments for **December 2021** and **January 2022** were noted and accepted.

Ray Woolhouse/Suzanne Holgate

6. Sub Committee Reports:

a) Recruitment:

Suzanne continues visiting schools to encourage preannuitants to join GSA.

ACTION: The Secretary will look for the recruitment poster and update Suzanne.

b) Honours

Nothing to report.

c) Policy

Nothing to report.

d) Finance

Nothing to report.

e) Social

I AGM – 15 June 2022

ACTION: Kay to confirm the date for the AGM and will liaise with the Club regarding venue details, including maximum numbers.

II Mid-Winter Luncheon 28 July 2022:

- Vaccine pass is required upon entrance to venue.
- Maximum Capacity for venue is 100.

ACTION: Kay to explore options of pre-booking carparks at the venue.

7. Mackenzie Trust:

Elizabeth reported that the issue paying transport costs in November 2021 has now been resolved. The trust remains supportive with transport assistance for members attending functions.

8. Board report:

Alan reported that Ian Clunies-Ross is now the board representative to liaise with the Wellington branch. It is unfortunate that the special Council meeting intended for late January had to be cancelled and Council will not now meet until September 2022. One Board member, Nancy De Freitas has resigned and a decision on whether to find a replacement for her had not yet been made.

9. Interbranch

The Chair advised that the Horowhenua/Kapiti branch wants to continue the relationship with the Wellington branch, and they will continue to require help from the Wellington branch in the areas of their finances.

10. Membership Trends

a) Wellington Branch Membership Report as at 31 January 2022

Member Trends	31-Mar-21	31-Jan-22	Change
Annuitant	2,489	2,383	-106 (-4.26%)
Annuitant spouse	1,390	1,346	-44(-3.16%)
Surviving spouse	740	699	-41 (-5.54%)
Pre-annuitant	133	115	- 18(-13.5%)
Pre-annu/spouse	106	94	-12 (-11.13%)
Total	4,858	4,637	-221 (-4.54%)

b) Wellington Region

Member Locations	Wellington	Australia	Overseas Other	Wairarapa	Totals
Annuitant	1,716	363	138	166	2,383
Annuitant spouse	971	207	63	105	1,346
Surviving spouse	491	124	31	53	699
Pre-annuitant	108	1	3	3	115
Pre-annu/spouse	87	1	3	3	94
Total	3,373	696	238	330	4,637

c) National Membership Report as a Comparison

Member Trends	31-Mar-21	31-Jan-22	Change
Annuitant	12,866	12,308	-558(-4.33%)
Annuitant/Spouse	6,683	6,494	-189(-2.82%)
Surviving/Spouse	3,935	3,726	-209 (-5.31%)
Pre-annuitant	525	398	-127(-24.19%)
Pre-annu/Spouse	422	318	-104(-24.64%)
Total	24,431	23,244	-1,187(-4.86%)

12. Correspondence

Nothing to report.

13. General business

- a) 2022 Wellington Branch Calendar is signed off.
- b) Next Committee meeting is on Thursday 21 April 2022 as published on the calendar.
- c) Memorial service for Janice Campbell. Enquiries will be made with the family as to whether it is still intended to hold a service.

The Chair thanked everyone and concluded the meeting.

The meeting closed at 11.30am.

Catherine Chang
Wellington Branch Secretary

Confirmed:

A handwritten signature in black ink, appearing to read "Mike Smith". The signature is written in a cursive style with a large initial "M".

Mike Smith
Chair