



# Minutes

## Wellington Branch

### 07 December 2021

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 Tuesday 07 December 2021**

#### **Present:**

Mike Smith (Chair & Convenor), 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:**

Ian Clunies-Ross and Alan Peck who were attending a GSA Board meeting. The apologies were accepted.

*Kevin Duggan/Suzanne Holgate*

#### **3 Minutes:**

The Committee meeting draft minutes of 21 October 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 21 October 2021 be accepted as a true and correct record, with the addition of Suzanne Holgate as being present.

*Mike Smith/ Bryan Whisker*

#### **4 Matters Arising:**

a) **Taxi-Charge registration:** The committee had 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 continues to work on this matter.

b) **Horophenua/Kapiti Additional Hours:** Refer item 9

c) **Time Frame for Sympathy Letters:** Following one sad reaction to a GSA information letter on the death of a husband, it is agreed that in general widows express their satisfaction with the amount of information GSA provides on the death of a spouse. The timing of these letters is dependant on the secretary receiving bereavement advice from Datacom.

d) **Branch Telephone Update:** No update available.

## 5 Finance

### a) Accounts to the end of November 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. The Railways monies, held in the GSA accounts, are reducing steadily which is appropriate.

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

*Mike Smith/Kay Monk*

### b) Payments

The following tables list the payments made for **October 2021** and **November 2021**:

#### October 2021

Date	Expense	Amount	Payee
1 Oct	Wage	\$807.86	Secretary
15 Oct	Wage	\$807.86	Secretary
19 Oct	Notice of Wairarapa Luncheon Cancellation	\$128.02	Wairarapa Times 'Age
19 Oct	Courier meeting documents (credit card)	\$7.10	NZ Post
19 Oct	Cell phone-Landline/Data	\$51.77	2Degree Mobile Limited
19 Oct	Printing	\$1.43	GSA National
19 Oct	Anvil House (cleaning, power bill)	\$14.74	GSA National
19 Oct	Anti-Virus GSA Wellington computers	\$11	GSA National
19 Oct	DLE postage envelop x 4 (credit card)	\$166	NZ Post
19 Oct	PAYE Tax return	\$390.00	IRD
20 Oct	Rent	\$204.80	GSA National
29 Oct	Wage	\$862.11	Secretary
	<b>TOTAL</b>	<b>\$3,452.69</b>	

#### November 2021

Date	Expense	Amount	Payee
12 Nov	Wage	\$862.11	Secretary
18 Nov	Mileage \$0.73 to/from H/K end year function	\$86.14	Secretary
18 Nov	Railway Social Club X mas luncheon	\$212	Ray Woolhouse
18 Nov	Spot Prize (3 bottles of wines)	\$38.97	Suzanne Holgate
18 Nov	Newsletter printing	\$1,107.45	GSA National
18 Nov	Printing	\$3.15	GSA National
18 Nov	Anvil House cluster	\$26.38	GSA National
18 Nov	Anti-Virus computersx2	\$11	GSA National
18 Nov	Committee morning tea (credit card)	\$22.66	New World Metro
18 Nov	Courier recruitment posters (credit card)	\$8.70	NZ Post
18 Nov	PAYE Tax return	\$596.00	IRD
18 Nov	Cell phone & landline & data	\$51.97	2degree Mobile Limited
20 Nov	Rent (automatic payment)	\$204.80	GSA National
24 Nov	End of year function	\$2,730	Te Marua Golf Club

24 Nov	Free drinks for members	\$479	Te Marua Golf Club
26 Nov	Wage	\$862.11	Secretary
	<b>TOTAL</b>	<b>\$7,302.44</b>	

The payments for October and November 2021 were noted and accepted.

*Mike Smith/Bryan Whisker*

## 6 Sub Committee Reports:

- a) **Recruitment** - Suzanne Holgate reported that she will continue her recruitment work by visiting all the local schools again in the New Year. Bryan Whisker commented that it would be helpful if the sub committee working on recruiting could have a list of all the members of GSA. This would enable members to identify former colleagues who had not yet joined GSA and encourage them to do so. Such a complete list is not available to our branch. Each branch had access on line, to members within their own branch.

**ACTION:** The secretary will be asked to provide for each committee meeting a list of those Wellington members who have been recruited and those who have died since the previous report.

- b) **Honours**  
Nothing to report.

- c) **Policy**  
Nothing to report.

- d) **Finance.**  
As in item 5 Finance

- e) **Social**

### i **Christmas Luncheon Wednesday 24 November**

This was a very successful function in very pleasant surroundings with 75 attending. The free bus from the Wellington Railway station was very well patronised but only about 6 used the Wairarapa bus. The quality of service and the food were very good. Kay and Suzanne were thanked for their excellent job in managing the prizes of chocolate and wine.

**ACTION:** The committee agreed that Te Marua should be booked again for the Christmas luncheon in 2022.

### ii **AGM 2022- 15 June 2022**

A tentative booking for the 2022 AGM at Petone Working Men's Club (PWMC) has been made for 15 June 2022. This preliminary notice was given in the October 2021 newsletter in response to feedback from the members who may not receive the March 2022 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 will follow up on the menu and luncheon price with PWMC early in 2022.

### iii **Mid-Winter Luncheon**

A tentative date is set for Thursday 28 July 2022. The committee agreed that the James Cook Hotel Grand Chancellor should be booked for this event. Consideration will be

given to managing parking for those who are unable to use public transport to access the hotel. It was suggested that Bill Day, the Chief Executive Officer of the Wellington Hospital Foundation, be asked to provide an update on the Children’s Hospital at this luncheon.

**7 Mackenzie Trust**

Elizabeth Smaal reported that the Trust had agreed to cover the cost of the two buses hired for the Christmas luncheon. The total cost was \$982.96.

**8 Board Report**

As the Board members were currently holding their regular meeting, there was no Board member in attendance to provide the usually report.

**9 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. The Wellington Chair had discussed with the H/K Chair, its request that Jirayu undertake some additional hours for the H/K branch. A variation of the current Memorandum agreed by both branches when the arrangement was started has been adjusted accordingly. The Chair is yet to be advised as to how many additional hours Jirayu is to work for H/K. She will remain employed/managed by Wellington branch who will invoice H/K monthly.

**10 Membership Trends**

**a) Wellington Branch Membership Report as at 30 November 2021**

<b>Member Trends</b>	<b>31-Mar-21</b>	<b>30-Sep-21</b>	<b>Change</b>
Annuitant	2,489	2,405	-84 (-3.37%)
Annuitant spouse	1,390	1,358	-32 (-2.30%)
Surviving spouse	740	707	-33 (-4.46%)
Pre-annuitant	133	143	+10(+7.51%)
Pre-annu/spouse	106	116	+10 (+9.43%)
<b>Total</b>	<b>4,858</b>	<b>4,729</b>	<b>-129(-2.65%)</b>

**b) Wellington Region**

<b>Member Locations</b>	<b>Wellington</b>	<b>Australia</b>	<b>Overseas Other</b>	<b>Wairarapa</b>	<b>Totals</b>
Annuitant	1,732	366	139	168	<b>2,405</b>
Annuitant spouse	978	208	65	107	<b>1,358</b>
Surviving spouse	496	126	31	54	<b>707</b>
Pre-annuitant	136	1	3	3	<b>143</b>
Pre-annu/spouse	109	1	3	3	<b>116</b>
<b>Total</b>	<b>3,451</b>	<b>702</b>	<b>241</b>	<b>335</b>	<b>4,729</b>

### c) National Membership Report as a Comparison

Member Trends	31-Mar-21	30-Nov-21	Change
Annuitant	12,866	12,430	-436(-3.38%)
Annuitant/Spouse	6,683	6,560	-123(-1.84%)
Surviving/Spouse	3,935	3,758	-177 (-4.49%)
Pre-annuitant	525	517	-8(-1.52%)
Pre-annu/Spouse	422	417	-5 (-1.18%)
<b>Total</b>	<b>24,431</b>	<b>23,682</b>	<b>-749(-3.06%)</b>

#### 11 Correspondence

Nothing to report.

#### 12 General business

- a) The committee wished to place on record its appreciation of Janice Campbell's dedicated and outstanding service to GSA and of her valuable contribution to the Wellington branch before going on to lead the GSA nationally as President for three years.
- b) A draft of the 2022 Wellington Branch calendar had been circulated to committee members with the agenda.

**ACTION:** Jirayu will provide an update of the sub committees for 2022

- c) The Secretary is on annual/bereavement leave in Thailand from December until Monday 4 January 2022, having completed the required quarantine on her return to New Zealand.
- d) Next Committee meeting will be on Thursday 17 February 2022.

The Chair was thanked for running a very efficient meeting. As this was the last meeting for the year, the Chair thanked the committee for their work through the year and wished all a happy Christmas. The committee agreed that it should have lunch together in the New Year.

The meeting closed at 10.50 am

Elizabeth Smaal  
On behalf of Branch Secretary

Confirmed:

Mike Smith  
Chair