



APHP

Association of Professional Heritage Practitioners

MINUTES OF THE APHP
EXCO MEETING
HELD ON
29 FEBRUARY 2024
at 16h00
via Zoom Conference Call

1.	Present: William Martinson (WM), Jonathan Stone (JS), Yasmin Mayat (YM) Ex-Officio: Gavin McLachlan (GM), Richard Hill (RH) Secretary: Grace Martinson (GVM)	Action
2.	Apologies: David Gibbs (DG), Dorelle Sapere (DS), Elwyn Harlech-Jones (EHJ).	
3.	Opening and welcome WM noted apologies and welcomed all. Noted no quorum present. (There are currently 6 ExCo members; Constitution requires a quorum of half plus one, i.e. 4 ExCo Members)	
4.	Approval of the minutes of the previous meetings: <ul style="list-style-type: none">- 1 February 2024 - carried over with an amendment request by GM. Revised minutes to be circulated	GVM
5.	Matters arising from the minutes of the previous meeting <ul style="list-style-type: none">- Noted as per portfolios on the agenda.	
6.	Professionalisation (EHJ/GM/RH) <ul style="list-style-type: none">• RH prepared the draft of the status update letter to members, noting that the meeting to take place with SAHRA has not been set and thus this information cannot be included in the letter. Ben Mwasinga from SAHRA had agreed to a meeting when contacted by DG, but SAHRA has not yet committed to a specific date.• The status update letter to members to be circulated without mention of a specific date.• DG noted that it is important to advise the members of the APHP the difficulties that are currently being experienced in pursuing a meeting with SAHRA.• DG (by email), WM, JS, YM agreed that the status update letter be sent to members. RH to email the final version to GVM.• Final version of status update letter to be mailed to membership.	RH GVM



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	<ul style="list-style-type: none">RH suggested that the meeting with SAHRA should include key APHP, now non-ExCo members such as Stephen Townsend and Jenna Lavin and GM. GM noted that the meeting would need to be virtual if all those who have been historically involved are to be present. WM suggested a face-to-face meeting, with only those involved in the recent years being present, i.e, RH, GM, DG. Supported by JS. GM notes this would require flights and added expenses. WM suggested that a face-to-face meeting was the best option, but alternatively a virtual meeting.	
7.	Transformation - DS <ul style="list-style-type: none">Apology received.JS noted that DS was going to provide feedback regarding questions raised at the Heritage Symposium and feedback from student engagement. A brief summary of key points was requested.E-mail reminder to be sent to DS.	DS GVM
8.	Finances - WM <ul style="list-style-type: none">WM presented the Trial Balance as at 1 March 2024 (see below).Trial Balance was dated 1st March 2024 as the bill from BKIA (paid on 29th) was dated 1st March 2024.	



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Trial Balance

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As at 1 March 2024

ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE	DEBIT - YEAR TO DATE	CREDIT - YEAR TO DATE	31 MAR 2023
	APHP Standard Bank 73573779	Bank	48,877.74		45,342.45
610	Accounts Receivable	Current Asset		3.00	(1,358.00)
800	Accounts Payable	Current Liability		-	(2,396.50)
850	Suspense	Current Liability		1,017.00	-
880	Revenue_Received in Advance	Current Liability		1,017.00	(1,017.00)
960	Retained Earnings	Equity		40,570.95	(56,296.72)
200	Revenue_Member_Professional	Revenue		78,054.75	(76,535.00)
220	Revenue_Member_Candidate	Revenue		10,800.00	(12,112.50)
230	Revenue_Member_Associate	Revenue		3,320.00	(2,520.00)
250	Revenue_Application	Revenue		3,200.00	(1,400.00)
251	Revenue-Other	Revenue		1,930.00	-
270	Interest Income	Revenue		261.72	(262.00)
310	Expenses-Other (revenue)	Direct Costs	2,295.00		-
404	Bank Fees	Expense	323.40		26.50
412	Consulting & Accounting	Expense	3,197.00		2,990.00
413	Consulting - Professionalisation	Expense	23,400.00		47,835.00
453	Website Expense	Expense	660.00		660.00
477	Secretary_Admin & Bookkeeping	Expense	58,151.28		54,452.77
489	Telephone & Internet & Zoom	Expense	3,270.00		2,591.00
Total			140,174.42	140,174.42	-

9.

Membership - JS

- JS noted that there have been a number of enquiries about what is required to apply for professional membership. Here the applicant must refer to the standard document which appears on the website, which shows the full details required for full professional membership.



	<ul style="list-style-type: none">WM noted for the record the spreadsheet that captures the breakdown of professional and allied discipline was still in progress. This will show whether there are more than 50% architects registered with SACAP which would allow for APHP to register as a VA for CPD points.	GVM
10.	Liaison with Heritage Authorities and Related Bodies – DG <ul style="list-style-type: none">DG sent apologies.	
11.	Any other business: <ul style="list-style-type: none">GM suggests that ExCo start to plan another event. Although there has been a request for an in-person face-to-face seminar, the economic climate makes it difficult. An in-person event can definitely be aimed at in the future. Thus a call out to any ExCo members to formulate a concept around a possible APHP event.RH mentioned that Glaudin Kruger of Kruger & Associates (who organise conferences) could be contacted as RH and WM had presented at their Sustainably in the Built Environment conference in 2022.<i>Post Meeting Note: Glaudin Kruger requested that APHP become a partner to the next SBE conference in 2025 - just required APHP's support.</i>	ALL RH
12.	Date of next meeting: Tuesday 26th March 2024 @ 16h00.	
13.	Closure The meeting closed at 17:50.	