

1.	<p><b>Present:</b> William Martinson (WM), Jonathan Stone (JS) (first half hour), David Gibbs (DG), Elwyn Harlech-Jones (EHJ) Ex-Officio: Richard Hill (RH) Secretary: Grace Martinson (GVM)</p>	Action
2.	<p><b>Apologies:</b> Dorelle Sapere (DS), Yasmin Mayat (YM) Ex-Officio: Gavin McLachlan (GM)</p>	
3.	<p><b>Opening and welcome</b> WM noted apologies and welcomed all. There was a quorum present. (There are currently 6 ExCo members; Constitution requires a quorum of half plus one, i.e. 4 ExCo Members)</p>	
4.	<p><b>Approval of the minutes</b> of the previous meetings:</p> <ul style="list-style-type: none"> <li>- 11 April 2024 (held over)</li> <li>- 1st February 2024 + 29th February 2024: The approval of the minutes had been proposed by JS and seconded by WM at the Meeting on 11 April 2024 but in the absence of a quorum had not been formally approved. (DG had accepted by email; I EHJ agreed in this meeting). Minutes taken as read and approved.</li> </ul>	
5.	<p><b>Matters arising</b> from the minutes of the previous meeting</p> <ul style="list-style-type: none"> <li>- Noted as per portfolios on the agenda.</li> </ul>	

6.	<p><b>Professionalisation (EHJ/GM/RH)</b></p> <ul style="list-style-type: none"> <li>● RH requested feedback from DG regarding communication with Ben Mwasinga from SAHRA. DG read out the following extract from Ben's email of 2nd February 2024: "Thank you for getting in touch. There are indeed efforts being undertaken by SAHRA to professionalise the heritage sector, however, we are at a preliminary stage....We have also been approached by members of ICOMOS SA and HWC in this regard. We would certainly welcome contributions from APHP as an established institution that has taken great strides toward professionalisation over the years...I do not think APHP has made any fault in its approach. I will have a discussion with my colleagues that are spearheading our efforts and we can set up a meeting in late February/early March."</li> <li>● DG has followed up subsequently and Ben Mwasinga's response on the 11th of April 2024 was "Things are indeed quite hectic as our financial year starts on 01 April. We will be having an internal meeting next week to discuss professionalisation...I will then communicate a date to you for a meeting towards the end of April... Career progression and accreditation are sorely lacking in heritage management so I hope we can make significant progress this year."</li> <li>● RH suggests that the message from the 2nd February 2024 from Ben Maswanga be read out at the AGM.</li> <li>● DG noted that the channels of communication with SAHRA are open and cordial.</li> </ul>	WM
7.	<p><b>Transformation - DS</b></p> <ul style="list-style-type: none"> <li>● Apology received.</li> <li>● Noted that DS was resigning from ExCo due to work pressures and health issues. EHJ and GM will reach out to DS for a coffee and farewell.</li> <li>● DG suggests co-opting Ms Quahnita Samie into the ExCo on the Transformation portfolio. WM proposed that DG draft an email outlining this suggestion which could then be round-robin'd to the ExCo.</li> </ul>	GM+EHJ  DG
8.	<p><b>Finances - WM</b></p> <ul style="list-style-type: none"> <li>● WM presented the Trial Balance as at 08 May 2024 (see below). This was for the first month of the new Financial Year.</li> <li>● The annual Zoom fee had been paid</li> </ul>	

## Trial Balance

### APHP

As at 8 May 2024

ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE	DEBIT - YEAR TO DATE	CREDIT - YEAR TO DATE	31 MAR 2024
200	Revenue_Member_Professional	Revenue		84.75	(78,730.75)
220	Revenue_Member_Candidate	Revenue		-	(10,320.00)
230	Revenue_Member_Associate	Revenue		-	(3,800.00)
250	Revenue_Application	Revenue		600.00	(3,400.00)
251	Revenue-Other	Revenue		-	(1,930.00)
270	Interest Income	Revenue		9.89	(276.09)
310	Expenses-Other (revenue)	Direct Costs	-		2,295.00
404	Bank Fees	Expense		-	323.40
412	Consulting & Accounting	Expense		-	3,197.00
413	Consulting - Professionalisation	Expense		-	24,600.00
453	Website Expense	Expense		-	660.00
477	Secretary_Admin & Bookkeeping	Expense	5,520.83		63,672.11
489	Telephone & Internet & Zoom	Expense	3,585.04		3,270.00
	APHP Standard Bank 73573779	Bank	33,960.05		47,892.11
610	Accounts Receivable	Current Asset		3.00	(3.00)
800	Accounts Payable	Current Liability		-	(5,520.83)
880	Revenue_Received in Advance	Current Liability		1,017.00	(1,017.00)
960	Retained Earnings	Equity		41,351.28	(40,911.95)
<b>Total</b>			<b>43,065.92</b>	<b>43,065.92</b>	<b>-</b>

- WM then presented the Financial Report that was emailed to all the members on the 3rd of May 2024 and would be presented at the 2024 AGM. WM noted the budgeted loss of R13,989.00 for 2023/24 and the actual profit of R439.00 for 2023/24.
- The budgeted loss of R 5328.00 for the 2024/25 year, would be subsidised by part of the Retained Income of R 41,351.00, with a budgeted 2024/25 balance of R36,023.00 by the year end of 2024/25.
- WM noted that the Annual Financial Statements (AFS) were emailed to all members on the 3rd of May 2024 and that they would only be signed by ExCo should they be accepted at the AGM.

#### 9. Membership - JS

- Current APHP membership numbers:
  - Professional: 82
  - Candidate: 22

	<ul style="list-style-type: none"> <li>● Associate: 9</li> <li>● JS reflected on expanding the membership of APHP - this would need to be discussed at the AGM. A draft spreadsheet listing persons suggested thus far by Exco members was tabled.</li> <li>● The names of the additional categories would need to be decided, for example retired persons with many years experience, it might be appropriate to use Fellow.</li> <li>● DG suggested that the Fellows membership category only be granted under specific defined terms, for instance retirement (maybe lower fees) and in honour of long service (no fees).</li> <li>● RH confirmed that when the new categories are developed, the criteria must be stated first, before identifying potential people that may fit into the category.</li> <li>● JS suggested adding Maphata Ramphela (DSRAC in Gauteng) and that the list be further developed and be kept as broad as possible.</li> <li>● GVM provided feedback regarding the recent POPIA Google Form: of 113 members, 65 responded, 2 have declined that their contact numbers appear on the website and these have been removed from the website. A POPIA message is to be sent to non-respondents with the outgoing invoices.</li> <li>● RH suggests that a separate email is sent out 10 days before the AGM to prompt new ExCo members to be nominated.</li> </ul>	<p>GVM 01.06.24</p> <p>GVM 13.05.24</p>
10.	<p><b>Liaison with Heritage Authorities and Related Bodies – DG</b></p> <ul style="list-style-type: none"> <li>● DG referred to the Professionalisation portfolio above and the SAHRA response.</li> <li>● DG noted that there is an issue with HWC Council and the work required of the subcommittees and the apparent lack of understanding of the legislation of those on the Council. This affirms the need for professionalisation so that the decision makers can be properly capacitated. GVM suggests that this could be a possible item for the future Event and that the invitation to the Event then be extended to those needing more knowledge in this sphere.</li> </ul>	GM
11.	<p><b>Any other business:</b></p> <ul style="list-style-type: none"> <li>● 20th APHP AGM: 23 May 2024. WM noted with thanks the contributions of ExCo members to the Chairman's Report to be presented at the AGM.</li> <li>● ExCo Members - resignation of Dorelle - see Transformation</li> </ul>	

