

**MINUTES OF THE EXCO MEETING FOCUSING ON
PROFESSIONALISATION HELD ON****15 JUNE 2022 at 12h00 via Zoom Conference Call**

1. **Present:** Gavin McLachlan (**GM**), William Martinson (**WM**), Richard Hill (**RH**), Jonathan Stone (**JS**), Elwyn Harlech Jones (**EHJ**)
Secretary: Grace V Martinson (**GVM**)
2. **Apologies:** David Gibbs (**DG**), Dorelle Sapere (**DS**)
3. **Opening and welcome**
 - GM noted apologies, welcomed all present to the meeting.
4. **Approval of the minutes of the previous meeting (21 April 2022)**
 - It was agreed to approve the version of minutes as revised by RH of the previous meeting dated 21 April 2022. WM proposed its acceptance, EHJ seconded.
5. **Welcome new ExCo members** and discuss possible 7th member.
 - GM welcomes new ExCo members.
 - RH's amendment to constitution means committee can continue with 6 members but 7th member is required. GM supported change to constitution Section 8.2.1, 8.2.3, 8.5.5 and 8.5.6, JS proposed the adoption, EHJ seconded.
6. **Matters arising** from the minutes of the previous meeting – Noted as per portfolios on the agenda.
7. **Portfolio Allocation:**
 - Chair - Gavin McLachlan
 - Vice Chair - WM proposed by EHJ, GM seconded - William Martinson
 - Professionalisation - Elwyn Harlech-Jones
 - Liaising with heritage authorities and related bodies - DG (as CT based) proposed by GM
 - Transformation - DS proposed by GM, xx seconded
 - Membership - JS proposed by GM, xx seconded
 - Finance/Treasurer - William Martinson

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- RH forwarded 4 documents to Dr Sithole to be tabled at EAPASA's AGM
 1. Form for additional designation of PHP (for SAQA)
 2. Core Competencies
 3. CPD
 4. Recognition of Prior Learning.

The draft Conditions for the proposed MoA (which was sent to APHP members and interested parties) was sent to the EAPASA registrar. Dr Sithole agreed to share it with the EAPASA Exco yesterday (14th June 2022). This will be presented by EAPASA ExCo to the EAPASA board at the EAPASA June Board meeting about a week after their ExCo. The EAPASA board will then have all the information as to what APHP proposes (excluding any significant changes from the feedback from APHP members and interested parties on the 20th June 2022).

- RH notes that if the EAPASA route to professionalisation doesn't work out and APHP needs to apply directly to SAQA, one can consider joining up with other small professional bodies such as ASAPA (archaeologists) to pool resources.
- RH notes that the round robin email for comment on the MoA will be sent out on the 22nd June 2022 for comment, voting then closes 28th of June 2022. An electronic voting solution will be used. The Conditions (for the MoA) adopted by members and the final documentation for the application to SAQA will be emailed to EAPASA on 30 June 2022.

8. Finances

- WM presented the Trial Balance as of 15 June 2022
 - Bank R48,900
 - Accounts Receivable R69 890
 - Returned Earnings R56 296 (last financial year)
 - Invoices Raised for 2022/23: PHP R80 343; CHP R12 112.50; AHP R2 400; Applications R400.00; Total of R94 855.50
 - Invoices Paid: R24 965.50
 - Consulting & accounting: audit budgeted R2 000 and actual R2 900
 - Consulting professionalisation are RH's invoices
 - Salaries & wages are secretary for 2 months as per budget
 - Telephone & internet is R2 591 actual where budgeted R2 300, slightly higher than anticipated.

10. Membership

- Nozizwe Gumede has been granted membership as candidate, letter needs to be sent out.
- Valerine Molo positive response (no portfolio ExCo) so no final recommendation.
- Heidi Boise new application (new) to be sent to JS as new portfolio holder.
- Gareth Nolan upgrade.

11. Any other business

- APHP Secretary extended indefinitely, to invoice APHP monthly, fixed rate per month.
- DG asks for schedule of all ExCo meetings planned, GM to do.

12. Date of next meeting

- 26 July 2022

13. Closure

Meeting closed at 13h31