



Association of Professional Heritage Practitioners

**MINUTES OF THE EXCO MEETING FOCUSING ON PROFESSIONALISATION HELD ON
17 FEBRUARY 2022**

at 11:00 via Zoom Conference Call

1. **PRESENT:** Jenna Lavin (**JL**), Gavin McLachlan (**GM**), Elwyn Harlech Jones (**EHJ**), Emmylou Bailey (**EB**), William Martinson (**WM**) and Richard Hill (**RH**)

Secretary: Muneerah Karriem (**MK**)

2. **APOLOGIES:** Claire Abrahamse (**CA**), Stephen Townsend (**ST**)

3. **Items under General**

- GM confirmed that today's meeting was a scheduled professionalisation subcommittee meeting, but given the decision taken at the last meeting on 3rd February and ST's subsequent email, he wanted clarity on whether the meeting would be an ExCo meeting or a professionalisation subcommittee meeting, as this would affect who Chairs, either EHJ or himself.
- JL and other ExCo members confirmed that they had not received ST's email.
- GM informed ExCo that ST noted he would not attend today's meeting given the lack of clarity in discussions around the voices of dissonance towards APHP's professionalisation goals at the last meeting, and in light of this, feels that ExCo meets without him; he would however prefer and is willing to assist with articulating the accreditation/membership criteria and process which he feels is the heart of professionalisation, and would certainly be a (possibly the only) good reason/cause for any 'political' criticism of any professionalisation attempts.
- GM agreed to speak to ST privately to confirm his position in terms of his involvement and offer of assistance with the core-competencies document and get back to ExCo.
- It was re-affirmed that APHP's professionalisation goals would include and be taken forward by all ExCo members from now on.
- It was agreed that today's meeting would be an ExCo meeting, and that GM would thus Chair, the finances, membership applications and heritage authority liaison however would be discussed briefly.
- JL noted in light of ST's emailed response that the ExCo urgently sends the membership a short note regarding the latest developments in APHP's professionalisation goals thus far; noted mentions was:
 - The name changes of the accreditation committee to membership committee and wherever the word accreditation or accredited member appears on APHP documents and website
 - An update on the professionalisation process thus far
 - the two option routes for APHP to consider, either via SAQA on our own or via SAQA through EAPASA and the noted challenges of both options.
- **GM** agreed to draft and share the letter with ExCo for input.

4. Matters Arising from previous Minutes

- RH noted the question EB posed as per the 3rd February minutes of meeting with regard to bringing opposing individuals on board and sought to clarify his response to her at the meeting further.
- RH explained that the idea of creating a new professional body from scratch would not be ideal as SAQA wants to see an established body with a membership base, a new organisation should thus emerge from APHP much like it did for EAPASA via EAPSA.
- RH confirmed that he felt APHP was in a strong position to be recognised by SAQA, but that it first modifies things to include those previously excluded.
- EB and JL noted that it's always been the membership's understanding once the SAQA process had been followed and approved that they would need to reapply for membership.
- ExCo agreed to proceed on that basis; if SAQA recognises APHP, the ExCo would let it be, but would in the meantime work on getting broad base buy in, in terms of the transformation policy and core-competencies document amongst members and non-members alike.
- EB noted her concern over the fact that there were not many heritage studies that included the practical use of the NHRA, as well as how Museum professionals would fit into APHP if they are not doing Heritage Impact Assessments (HIA), which she felt posed a problem in terms of broad base consultations.

4.1 SAQA/EAPASA- Registration policies PHP's – RH

- ExCo noted and ratified the letter RH drafted to send to Dr Patrick Sithole of EAPASA seeking clarity on whether EAPASA, as a statutory body can register non-statutory designations with SAQA.

4.2 EAPASA – Report on procedures & processes re. registration – RH

- It was noted that this would be clarified by Dr Patrick Sithole response to RH's letter.

4.3 Issues Chart vers03

- GM noted that the attached Issues Chart vers.03 had been populated with his and EHJ's thoughts pertaining to the various tasks.
- It was noted that much of page 1 of the Issues Chart had been actioned.
- ExCo proceeded to go through the list of items as per the chart and agreed that:

A. STATEMENT: BACKGROUND AND OBJECTIVE OF APHP - **GM** would action

B. CRITERIA FOR RECOGNISING A PROFESSIONAL BODY

- 1a. Registration Certificate with the Companies and Intellectual Property Commission (CIPC) as a non-profit company (NPC) or with the Department of Social Development (DSD) as a non-profit organisation (NPO) (non-statutory bodies)

- ExCo noted the R25 000 quote received by APHP from Ricardo Wyngaardt; RH offered to source a comparative quote from Ms Copley of ngoLAW, who did the registration for EAPASA as an NPO.
 - RH agreed to investigate the pros and cons of NPC or NPO.
- 1b. Most recent CIPC disclosure certificate (if registered with CIPC)
- It was noted that this was still To Be Determined (TBD)
- 2a-d Constitution/Minutes of an elective meeting/Terms of Reference of the Board/Council (Executive Committee)/List of Board/Council members (Executive Committee)
- It was noted that these exist, **EHJ** and **MK** to liaise and send to RH.
 - ExCo noted RH's proposal to include a clause as per section 7 of APHP's Constitution, regarding quorate numbers and the business of the Association should the ExCo fail to secure a suitable replacement for its 7th member on the Executive despite its best efforts.
3. Transformation Policy
- **EB** agreed to liaise with **JL**, **CA** and Wendy Wilson regarding its drafting, share a draft with ExCo for approval and then the membership and interested and affected parties outside of APHP.
4. Staff organogram
- It was noted MK was the only staff member.
 - **JL** noted that she needed to liaise with RH regarding it.
5. Lease agreement or other relevant documentation, or proof of ownership of the premises
- **ExCo** noted the options between JL or CA office space and agreed to decide upon the most appropriate.
- 6a. Most recent audited or independently reviewed financial statements
- **WM** as treasurer to action
 - It was noted that the 2021-2022 income and expenditure statements, Treasurer report as well as proposed budget for 2022-2023 needed to be ready in order to be sent to Craig Whittle Accounting for the drafting of our Annual Financial Statements.

- 7a-d a. Policy to develop, award and revoke Designations b. Foreign qualifications policy/statement c. Evidence of foreign qualifications policy/statement implementation or referrals of foreign evaluations to SAQA d. Three copies of rejected applications and the feedback to the applicants
- It was noted that these would be covered by the core-competencies.
 - It was noted that the core-competencies document would be an ExCo team effort with the advice of RH.
 - It was further noted that the ExCo approved core-competency document together with the transformation policy would be shared externally with both the membership and non-members alike at the end of **March 2022**.
- 8a-b a. RPL Policy b. Evidence of RPL implementation
- It was noted that the RPL policy would be covered by the core-competency document as well.
 - The evidence of RPL implementation would be actioned later.
- 9a-b a. CPD Policy b. Evidence of CPD implementation
- It was agreed to action these tasks later; all resources would be aimed at developing the transformation policy and core-competency document first.
 - It was noted that the tasks that follow would be off shoots of these documents anyway.
- 10a-b a. Membership / Designation application form b. A list of designated members, in a form acceptable to SAQA for uploading to the National Learners' Records Database (NLRD)
- It was agreed to action these tasks later; all resources would be aimed at developing the transformation policy and core-competency document first.
 - It was noted that the tasks that follow would be off shoots of these documents anyway.
- 11 Evidence of career information shared with learners and/or the public
- It was agreed to action these tasks later; all resources would be aimed at developing the transformation policy and core-competency document first.
 - It was noted that the tasks that follow would be off shoots of these documents anyway.
 - It was agreed to have the required information and/or documents from noted items A, B.1a – 8a on the Issues Chart, ready by the next ExCo meeting.

12a-c a. Code of professional ethics / conduct and proof that members have to sign this code; further explain how the code is made available to members and the general public b. Disciplinary Policy/Procedure c. Appeals Policy/Procedure

- It was noted that APHP has an updated code of conduct document and disciplinary procedure.
- It was noted that Appeals policy/procedure still needed to be drafted as suggested on the Issues Chart.
- It was agreed to action these tasks later; all resources would be aimed at developing the transformation policy and core-competency document first; **GM** and **WM** agreed to look at this in the meantime.
- **JL** agreed to forward what she has on file in terms of items 12a and b.

14 Evidence of the consultation with the sector leading to a favourable outcome for APHP to become a recognised Professional Body. - The application should list other statutory and or non-statutory bodies operating within the same community of practice and provide details of the distinctiveness between APHP and these other bodies

- GM briefed the ExCo about the meeting he and EHJ had with the ECPHRA; he noted that **MK** was tasked to type up a summary of the meeting and share with ExCo.
- It was agreed to hold off sending the letter to the membership, heritage authorities and universities offering heritage courses informing them about APHP's professionalisation aims until we have clarity regarding the EAPASA route via SAQA.

C. CRITERIA FOR REGISTRERING A PROFESSIONAL DESIGNATION Professional Heritage Practitioner (PHP)

- It was noted that the noted items listed under I to ix on the Issues Chart would be summarised from the documentation in sections 1-14; the core-competencies document and/or engagements with EAPASA would inform

5. Adoption of Previous Minutes

- It was agreed to approve the minutes of the previous professionalisation subcommittee meeting of 20 January 2022 with RH proposed edits, as well as the ExCo and professionalisation subcommittee meeting of 3 February 2022 with RH proposed edits.
- EHJ proposed its acceptance, GM seconded.

6. General

APHP and ECPHRA meeting – 14 February 2022

- GM confirmed that **MK** would send the ExCo a summary of the meeting.

- GM noted there was a gracious acceptance to the offer of assistance; the request was for APHP to put in writing what the intended offer of assistance would entail and by when.
- ExCo agreed to hold off further engagements with ECPHRA and other heritage authorities in all matters except the professionalisation process.

AGM reminder

- GM reminded the ExCo about choosing a date for the AGM in May, noting that the documents have to be ready by April in order to send it to the membership and interested and affected parties 21 days prior to the AGM.

Proposed Event

- EB suggested APHP pursues a future event whereby Candidate members are able to present what they are, or have been busy with as a means to network and get support; she noted this could be hosted four times a year.

Constituency of today's meeting

- EHJ reminded ExCo about the constituency of today's meeting, noting that the meeting title had to be changed to that of ExCo meeting focusing on Professionalisation.
- ExCo noted that they were still without a 7th member for quorate purposes; it was agreed to find a suitable replacement before the AGM.
- **GM** agreed to draft the email requesting a volunteer from the membership.
- RH proposed APHP drafts a clause in its Constitution that makes allowance for the business of the Association to continue despite quorate numbers and the failure to secure a suitable replacement despite its best efforts.

Date and time of next Meeting

- It was noted that the next meeting would take place on Thursday, 24 March 2022.