



Association of Professional Heritage Practitioners

**MINUTES OF THE EXCO MEETING FOCUSING ON PROFESSIONALISATION HELD ON
24 MARCH 2022**

at 15:00 via Zoom Conference Call

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

Secretary: Muneerah Karriem **(MK)**

2. **APOLOGIES:** None

3. **OPENING AND WELCOME**

- GM welcomed members, noted there were no apologies, but reminded ExCo that the committee as it stands remains inquorate.
- The matter was discussed and recorded as per agenda item 8, 7th member ExCo proposals.

4. **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING (17 February 2022)**

- It was agreed to approve the minutes of the previous meeting dated 17 February 2022.
- CA proposed its acceptance, EHJ seconded.

5. **MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING – Noted as per portfolios on the agenda**

6. **PROFESSIONALISATION**

Matters Arising:

EAPASA – REPORT ON PROCEDURES AND PROCESSES REGARDING REGISTRATION [FEEDBACK FROM DR SITHOLE]

- RH reported that Dr Sithole confirmed EAPASA's willingness to submit an application to SAQA to register the PHP designation and would need the necessary documentation from APHP and a completed application form, as required by SAQA to fulfil such a request.
- RH further reported that Dr Sithole unofficially confirmed via his chats with SAQA personnel that, while SAQA would consider an application from EAPASA as a statutory professional body attempting to register a non-statutory designation (such as PHP), the decision of the relevant SAQA committee would depend on their evaluation of the documentation submitted.

- RH advised the ExCo that he agreed with the statement in the APHP letter to members (dated 1 March 2022) which stated that applying directly to SAQA seems at present to present the better, in the long run, of the two options.

ISSUES CHART VERS.04

A. STATEMENT: BACKGROUND AND OBJECTIVE OF APHP

- **JL** agreed to forward GM an extract of APHP's vision and mission statements as well as the clause in the Constitution that outlines the association's goals.
- GM noted that in addition a brief background on the history of the Association needs to be incorporated as well.

B. CRITERIA FOR RECOGNISING A PROFESSIONAL BODY

1a. Comparative quote from Ricardo Wyngaardt and Nicole Copley

- It was noted that a comparative quote was needed from Ms Copley, Director of the law firm ngoLaw, and not from Ricardo Wyngaardt.
- The rough estimate of R25 000 was based on the fees Ricardo Wyngaardt charged the Heritage Trust for their registration as an NPO in 2020.
- **JL** noted that she did not follow up with Ricardo Wyngaardt yet, but will do so as soon as she can.

Pros and cons of NPC or NPO

- **RH** informed ExCo that he did the bulk of this research online and intends contacting Janice Steffensen at ngoLaw again for a comparative estimate quote for the legal fees to only amend APHP's Constitution in order for it to be registered as a Non-Profit Organisation (NPO).
- He pointed out that APHP has 11 out of the 15 compulsory requirements and 6 out of the 13 optional requirements in place.
- He further noted that the tax exemption application was not needed at this point as the Public Benefit Organisation (PBO) and Section 18A status was something APHP could pursue down the line as the need arises and finances are available; that he also contacted Sarah Wurz and Jane Adigun of ASAPA to find out if they were registered as a PBO and awaits their response.
- **RH** proposed to ExCo that he could submit the NPO application once we have the amended Constitution, charged at his usual hourly rate in order to avoid the costly fees ngoLAW would charge.
- ExCo agreed that they do not need the PBO section 18A status but would need to **speak to Craig Whittle**, the association's accountant, about it.
- **CA** noted that both Louise van Riet and herself have struggled to get hold of him in the past, but endeavours to do so and report back to

ExCo soon; failing which, it may be that the ExCo looks to **appoint a new accounting firm** to draft its Annual Financial Statements.

Register as a Financial Entity with SARS

- To be actioned after APHP's registration as an NPO and discussions with Craig Whittle.

5-year business plan?

- To be actioned after APHP's registration as an NPO.

2a-d Amendment to the Constitution

- **RH** confirmed receipt of APHP's constitution in the Word document format, noting that he will **add the proposed clause** regarding quorate numbers and the business of the association for ExCo's review and approval.

Report on required documents

- It was noted that the minutes of an elective meeting, terms of reference of the Executive Committee taken from clause 8 of the constitution and list of Executive Committee members have been compiled and filed as part of the SAQA document requirements needed to accompany APHP's application.

3. Transformation Policy

- **EB** reported that the transformation policy was still in round-robin between herself, JL, CA and Wendy Wilson.
- **GM** asked for the **document to be shared** with the rest of ExCo and Richard Hill for their review and respective input.

4. Staff organogram

- It was noted that APHP has only one staff member, and that the staff organogram could then take the form of a written paragraph noting the name, title and brief description of the work MK does, or that a simple staff organogram is drafted noting MK's position and that of future contract-based staff members.
- **JL** and **RH** agreed to liaise and take this discussion offline.

5. Lease agreement or other relevant documentation, or proof of ownership of the premises

- It was agreed to use CA's office address for now.

6a. Financial Statements and Treasurer Report

- **WM** shared his screen and presented APHP's income and expenses for 2021/2022, as well as a proposed budget for 2022/23.

- **RH** agreed to look at what EAPASA submitted in terms of financial statements for their SAQA application and get back to WM.

7a-d Core Competency document

- **RH** confirmed receipt of the core competencies document, noted it was brief, but seemed fine as a starting point on which to expand; he further noted that since **Stephen Townsend** expressed his willingness to assist and felt it to be the central part of the professionalisation process, he would contact Stephen in this regard.

8a RPL Policy

- It was agreed to wait and see what comes out of the core competencies document.
- It was agreed that the policy would be a stand-alone document based on elements to be found in the core-competencies document, EAPASA's RPL policy, clauses in APHP's constitution and updated membership guidelines.
- **RH** agreed to action this item.

11 Evidence of career information shared – Candidate member group event

- It was noted that no response to the email inviting candidate members to 'show and tell' what they have been busy with had been received to date.
- RH noted that EAPASA simply shared information in this regard on their website; it was only after the registration of members that they had actual events in growing existing candidates' capacity.
- He confirmed that APHP will meet this SAQA requirement simply by drawing attention to aspects on its website and social media platforms to prove evidence of career information shared not only with the membership but general public.
- It was noted that APHP Facebook page was a closed group for members only and that the association did not have other social media platforms, like LinkedIn, Twitter, Instagram etc.
- It was noted that **AUSOC**, an amateur archaeology branch employs a graduate to runs its media platform pages; **JL** agreed to forward her contact details to see if she could possibly do the same for APHP, failing which, something like this could be offered to an APHP candidate member.

12a-c Appeals Policy/Procedure

- It was noted that the appeals policy and procedure still needed to be developed.
- **GM, WM** and **EHJ** agreed to liaise, draw from existing appeals policies and procedures and share a proposed draft with ExCo at the next meeting.

New Matters

ISSUES CHART VERS.04

8b Evidence of RPL implementation

- RH confirmed that SAQA requires 3 examples of applications in terms of recognition of prior learning in which membership was awarded based on many years of experience despite the applicant not having an honours degree.
- It was noted that APHP do not have any members who were awarded membership in terms of RPL.
- RH noted that ASAPA, despite being SAQA recognised, were only developing their RPL and CPD policies now, and that SAQA might then allow APHP to show evidence of implementation later since we don't have these yet.

9a-b CPD Policy and Evidence of CPD implementation

- RH noted EAPASA moulded their CPD policy on what the architects and engineers have done, building on their CPD format and credit system, acknowledging via footnotes the items copied.
- **GM** agreed to assist **RH** with this.

10a-b Membership/Designation application form

- RH confirmed receipt of the membership application form and membership guidelines noting the interchangeable use of the term's membership standards and membership guidelines, he advised that only one term be used and sent it back to **MK** to do the necessary edits.

14 Report back on consultations with the sector and their responses

- It was noted that the feedback received was mostly positive besides that of Anne-Marie Fick who noted her concerns and disapproval.
- **RH** agreed to draft a response to Ms Fick noting the benefits of why professionalisation is important; the draft would be shared with ExCo for approval.

Report back on ASAPA meeting and approval of meeting summary

- JL provided brief feedback on the meeting noting the financial and human resources impacts a stand-alone organisation seeking SAQA recognition faces in terms of finding the time to dedicate to the administrative requirements needed by SAQA, as well as the substantial financial implications such recognition comes with; there were also discussions around and on the part of ASAPA a willingness to share resources and approaches for consistency in the sector.

Approval of ECPHRA meeting summary

- EHJ provided brief feedback on the meeting noting the difficulties ECPHRA faced, that the offer of assistance by way of writing to the MEC of DSRAC (Department of Sport, Recreation, and Culture) and regular quarterly meetings with APHP to table and discuss ways in which APHP seeks to help was welcomed.
- GM informed the ExCo of the call he received from Mike Mandita expressing his approval for the professionalisation of the heritage profession.

Other bodies the professionalisation letter should be sent to?

- RH offered to provide this input, but needed a list of the bodies the letter had already been sent to; **MK** agreed to forward this list to RH.

List of similar statutory and non-statutory bodies and details of distinctiveness of these bodies

- RH noted that he did not understand the agenda item up for discussion.
- MK noted that it appeared on the Issues Chart under item 14.

7. FINANCES

Treasurer's Report **Matters Arising**

Change to bank signatories

- WM noted that he did the proposed changes and forwarded it to CA to take further, unfortunately **CA** missed the email but agreed to action it this time round.

Any items needing ExCo's approval

Richard Hill's timesheet and invoice for March 2022

- ExCo noted RH's expected timesheet and invoice for March 2022.
- **RH** confirmed that he will send it on 25 March as agreed.

8. ACCREDITATION AND MEMBERSHIP

Matters Arising

7th ExCo member proposals

- ExCo noted Sarah Winter's proposal that MK, as secretary be co-opted as ExCo's 7th member, but agreed that it would not be possible as she is not an APHP member.
- It was agreed to send the membership a strongly worded letter urging members to volunteer to serve on ExCo due to the critical nature of work being done in pursuing the association's professionalisation aims, all of which may be invalid due to the ExCo being inquorate.

- It was noted should this attempt fail, that the minutes of meeting since Wendy Wilson's resignation would be tabled at the AGM for membership approval or pursue the addition of a clause to APHP's Constitution regarding quorate numbers and the business of the association as RH proposed.

New Matters

Nozizwe Gumede accredited (professional) membership application

- EB noted that she had not drafted anything yet, questioning whether its advisable to inform the applicant of the current situation and that membership of APHP does not prevent other heritage professionals who are not registered from doing professional work.
- GM noted that he did not feel it necessary to inform applicants and potential ones of that, they either meet the membership criteria or not.

9. ANY OTHER BUSINESS

Owl House enquiry from Theresa Hardman

- **GM** agreed to respond to Theresa Hardman noting that its APHP's understanding that an application for a permit for the Owl House had not been lodged on SAHRIS, and that she registers her interest to be an interested and affected party with SAHRA.

AGM Date

- It was agreed that the AGM would be held on Wednesday, 25 May 2022 and that the supporting documents would be sent to the membership on 4 May 2022.

10. DATE OF NEXT MEETING

- It was noted that the next meeting would take place on 22 April 2022.

11. CLOSURE

The meeting closed at 16.38