



1. **Present:**  
Gavin McLachlan (GM), Richard Hill (RH), Elwyn Harlech-Jones (EHJ), Yasmin Mayat (YM), David Gibbs (DG), William Martinson (WM)  
Secretary: Grace V Martinson (GVM)
2. **Apologies:** Jonathan Stone (JS), Dorelle Sapere (DS)
3. **Opening and welcome**  
GM noted apologies and welcomed all.
4. **Approval of the minutes** of the previous meetings:
  - 23 Feb.23 - DG, seconded YM
  - 23 Mar.23 - YM, seconded DG
5. **Matters arising** from the minutes of the previous meeting –  
Noted as per portfolios on the agenda.
6. **Professionalisation - Elwyn Harlech-Jones (EHJ), Richard Hill (RH)**
  - RH notes that SAQA was contacted this morning (emails remain unanswered) regarding our application for the designation Professional Heritage Practitioners. RH was informed by SAQA that there is a meeting to consider the PHP designation tomorrow. There is an indication of progress. The optimal outcome would be a willingness by SAQA to process the application and go forward. GML notes that if necessary, a special ExCo meeting can be called. RH provided feedback that when Stephen Townsend was sent information regarding our engagement with Natasha Higgitt at SAHRA, he offered his and Jenna Levin's services to engage with SAHRA as we go forward in this process. GML noted that Jenna worked for SAHRA and has knowledge of the organisation and her extensive heritage practitioner experience means she is well informed in terms of the Act and legal implications; Stephen Townsend is an expert in that regard as well. Their help would be very useful. Currently there is no expectation that they want to meet with us. Affirmed by EHJ.
  - RH agreed to provide a short presentation with feedback regarding professionalisation and the status of the SAQA application at the 2023 AGM under Professionalisation.



7. **Transformation - DS**

- DS submitted an apology.

8. **Finances - WM**

- WM provided an Income and Expenses report that will be submitted for the AGM.
- The budgeted income estimate was R96 000.00 and actual income was only R93 000.00 2022/2023.
- The budgeted expense estimate was R131 000.00 and actual expenses came out at R108 000.00 2022/23.
- The difference in total revenue was under R3000.00 and expenses was under R22 000.00.
- R25 000.00 included for events was not used and there was a saving on Secretary/Bookkeeping and Admin fees.
- The budget for 2023/2024: 77 professional members resulting in income of R78 309.00 and 25 candidates providing R12 000.00 income, 6 associate members providing R2 880.00 income and application fees approximated at 7 providing R1 400.00. Thus the total budgeted income of R94 589.00.
- The budgeted expenses for 2023/2024 are: R2 780.00 auditors, RH estimate R3 000/month, events R7 500.00, website expenses is R673.00, secretary/admin/bookkeeping R66 000.00 (remains the same), internet/zoom at R3270.00. Effectively we are looking at a R 21 000.00 loss, bearing in mind the retained earnings at the end of the 2023 financial year is R41 000.00, at the end of the 2024 financial year, there is an estimate of retained earnings diminishing to R19 000.00.
- GM thanks WM for his input and indicates that this year's financials look good and the next financial year is a worry. Fees will need to be put to the people at the AGM for them to pay for the upcoming year.
- WM indicates that these figures are not proposed to increase.
- The Chairman suggested that the fees stay the same for 2023/2024 financial year.
- DG proposed that the Treasurer do a recovery plan for the next two years
- It was noted that we will not retain Richard Hill's services after his three years are completed - 2023/2024. WM suggests submitting a Budget for 2024/2025 and 2025/2026 with increased fees for recovering from the professionalisation process.
- It was suggested that the Treasurer request a cap fee and contact RH to indicate if he will be prepared to not increase his fees for the next budgeted year.
- DG noted that the budget does not show the income gain from the proposed event in October 2023 and that a recovery plan is needed to regain a positive retained earning balance.
- The Chairman thanks WM and GVM for their report.



9. **Membership - JS**

- JS submitted an apology.

10. **Liaising with Heritage Authorities and Related Bodies – DG**

- DG notes that his reach is generally in the Western Cape, this is not entirely problematic as the membership tends to mostly be in the Western Cape.
- DG reports that Jenna Lavin provided feedback from the meetings with the Provincial Planning and Development Forum when he was not available, this support and continued participation from Jenna is useful. At the last forum, there was a presentation on development proposals for Atlantis for the Western Cape government. Some of the other organisations represented on the Provincial Planning and Development Forum are UDiSA (Urban Designers Institute of South Africa), The Minister, MEC, Department of Environmental Affairs and Development Planning, Heritage Western Cape, South African Planning Institution (SAPPI), The Consulting Professional Planners Association, International Association of Impact Assessment South Africa (IAIAsa) and CESA (Consulting Engineers South Africa), SAICE (South African Institute of Civil Engineers), CIFA (Cape Institute for Architecture), the South African Geomatics Institute, the Western Cape Property Developers Forum, South African Property Owners Association - all useful networking organisations.
- DG leaves it open to the Committee to give the go ahead for Jenna Lavin to provide feedback from the Provincial Planning and Development Forum meetings.
- GM gives approval that Jenna Lavin's assistance would be appreciated.
- GM suggests considering a meeting between APHP and SAHRA, and proposes that Stephen Townsend and Jenna Lavin are included in such a meeting..

11. **Any other business**

- AGM (GM)
  - RH's professionalisation presentation will be included in the agenda.
  - Date of AGM: 25th May 2023, between 17h00 and 18h00.
  - Cut-off date for notices and documents to be emailed to APHP Members is 4th May 2023:
    - Notice of meeting
    - Agenda



- Minutes AGM 2022
  - Chairman's Report
  - Financial Report
  - Any other relevant documents
  - Contributions to the Chairman's Report - GM requests all portfolio reports are submitted for the Chairman's report within the next 10 days. Each committee member with a portfolio will present their portfolio within the Chairman's Report. RH's presentation will occur within EHJ's professionalisation section.
12. **Event for 2023**
- GM sent the virtual flyer to the ExCo for the virtual symposium and requested consent that it is sent to all members. The Committee agreed for the event flyers to be distributed.
  - The virtual event is to be held on the 25th October 2023.
  - Fees will be R50.00 for members and non-members R250.00 CBD points will be rewarded.
  - GM requests that proposals be submitted for Speakers to attend the virtual event.
  - GM reminded ExCo that he is stepping down as Chairperson but is still offering his assistance with the event as and when needed.
  - DG asked if the Chairman will be prepared to assist with being part of the ExCo up to and until when the ExCo runs smoothly as he holds institutional memory. GM accepts this and will be part until further notice.
13. **Any other business**
- No other business.
14. **Date of next meeting:**
- Thursday 22nd June 2023 @ 14h00.
15. **Closure**
- Meeting closed at 15h07.