



1.	Present: William Martinson (WM), Elwyn Harlech-Jones (EHJ), Jonathan Stone (JS) Ex-Officio: Gavin McLachlan (GM), Richard Hill (RH) Secretary: Grace Martinson (GVM).	Action
2.	Apologies: Yasmin Mayat (YM), Dorelle Sapere (DS), David Gibbs (DG)	
3.	Opening and welcome	
4.	Approval of the minutes of the previous meetings: - 21 September 2023 Held over. - 28 September 2023 (special meeting) Held over.	
5.	Matters arising from the minutes of the previous meeting – Noted as per portfolios on the agenda.	
6.	Professionalisation (EHJ/GM/RH) <ul style="list-style-type: none">The letter submitted to Natasha Higgitt at SAHRA had 5 key issues highlighted:<ol style="list-style-type: none">1) SAQA had accepted the submission prepared by APHP without requiring any changes2) APHP has a long term commitment to the professionalisation process (with a 51 page document listing the engagement of APHP with amongst others SAHRA from 2011 onwards)3) Smaller professional bodies will struggle because of insufficient income4) At no stage in the process was it intended to establish APHP as the registration authority and professional body5) APHP requested a meeting with SAHRA to take the process forward on the 8th of October 2023.	



	<ul style="list-style-type: none">● It was noted that no reply has been received from Natasha Higgitt (WM, GVM confirmed).● RH noted that the first step was for WM to email Natasha Higgitt to confirm whether she has received the email. In the absence of a response from NH, the issue could be escalated to the CEO of SAHRA and failing a response, a letter should be sent to the SAHRA Council. By doing so, APHP would be following due process and cannot be viewed as not trying to move the process forward.● RH noted that previously Natasha had acknowledged that she had received the three documents that APHP had sent through to SAQA and that she had some concerns with them and would like to meet with APHP to iron those concerns out. This being in recognition of what APHP had done and a willingness to engage. However, that was before they stated that SAHRA would follow a statutory process. On the 8th of October 2023, those three documents were not sent (SAHRA already had them from APHP), only the 50-page document outlining the consultation process since 2011. Noting item 3 above, stated in the letter, it will be hard for SAHRA to set up a registration authority and a professional body with the limited number of heritage practitioners. It would appear that it would be to their advantage to move forward accommodating APHP.	WM
7.	Transformation - DS <ul style="list-style-type: none">● DS apology received.	
8.	Finances - WM <ul style="list-style-type: none">● WM presented the Trial Balance (see below).● There remains a cash deposit of R1017 with no reference that is still unallocated to a PHP member.● Note the <i>Expenses - Other</i> is the amount paid to Simon Makavusa for the symposium and the bank fees for an international transaction.	



Trial Balance					
APHP					
As at 22 November 2023					
ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE	DEBIT - YEAR TO DATE	CREDIT - YEAR TO DATE	31 MAR 2023
	APHP Standard Bank 73573779	Bank	68,987.57		45,342.45
610	Accounts Receivable	Current Asset	1,494.00		(1,358.00)
800	Accounts Payable	Current Liability		-	(2,396.50)
850	Suspense	Current Liability		1,017.00	-
880	Revenue_Received in Advance	Current Liability		1,017.00	(1,017.00)
960	Retained Earnings	Equity		40,570.95	(56,296.72)
200	Revenue_Member_Professional	Revenue		76,359.75	(76,535.00)
220	Revenue_Member_Candidate	Revenue		10,560.00	(12,112.50)
230	Revenue_Member_Associate	Revenue		3,120.00	(2,520.00)
250	Revenue_Application	Revenue		1,600.00	(1,400.00)
251	Revenue-Other	Revenue		1,930.00	-
270	Interest Income	Revenue		182.73	(262.00)
310	Expenses-Other (revenue)	Direct Costs	1,320.00		-
404	Bank Fees	Expense	210.90		26.50
412	Consulting & Accounting	Expense	3,197.00		2,990.00
413	Consulting - Professionalisation	Expense	21,150.00		47,835.00
453	Website Expense	Expense	660.00		660.00
477	Secretary_Admin & Bookkeeping	Expense	36,067.96		54,452.77
489	Telephone & Internet & Zoom	Expense	3,270.00		2,591.00
Total			136,357.43	136,357.43	-

9.	<p>Membership - JS</p> <ul style="list-style-type: none"> ● Membership numbers to be tabled in future ExCo meetings. ● JS noted that there has been an application for membership from Candidate to Professional. The membership committee has been discussing mapping out a route that applicants can follow to reach the Professional membership. A framework should be more clearly described and tabled at the ExCo. 	<p>GVM</p> <p>JS</p>
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10.	Liaison with Heritage Authorities and Related Bodies – DG <ul style="list-style-type: none">• DS apology received.	
11.	Virtual Symposium 25th October report back <ul style="list-style-type: none">• Thank you to GM for driving the process.• Thank you to JS for being the MC.• Graham Jacobs' talk broke up a bit and we can request a recording.• The total number of attendees who signed the attendance register was 57. CPD BKIA accreditation <ul style="list-style-type: none">• 7 members requested CPD. YouTube <ul style="list-style-type: none">• Possibility of starting an APHP YouTube channel where the talks from the Virtual Symposium could be uploaded.• WM has spoken to Graham Jacobs requesting a re-recording that can be uploaded to YouTube. WM also spoke to Bruce Eitzen who was interested in a recording being uploaded to YouTube. Simon Makuvusa has not been asked as yet. Payment to Simon Makuvusa <ul style="list-style-type: none">• The payment is not possible via the APHP Standard Bank account. It was discussed that he be paid via WM's Nedbank Account. Nedbank charges R320 for the international payment. The R1320 has been transferred to WM's account and he is in the process of making the international payment to Simon Makuvusa (the bank required Simon's physical address and other official information).	WM GVM
12.	Any Other Business <ul style="list-style-type: none">• None.	



APHP

MINUTES OF THE EXCO
MEETING FOCUSING ON
PROFESSIONALISATION
HELD ON 23 NOVEMBER
2023 at 16h00 via Zoom
Conference Call

Association of Professional Heritage Practitioners

13.	Date of next meeting: Thursday 25 January 2024 @ 16h00.	
14.	Closure The meeting closed at 17:00	