



Association of Professional Heritage Practitioners

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON  
18 MAY 2020**

at 12:00 via Zoom Conference Call

**PRESENT:** Ursula Rigby (UR), Jenna Lavin (JL), Louise van Riet (LvR), Gavin McLachlan (GM), Claire Abrahamse and Adre Aggenbach (AA)

**APOLOGIES:** Emmylou Bailey (EB)

**Secretary:** Muneerah Karriem (MK)

**1. Opening and welcome**

JL welcomed ExCo members.

**2. Attendance**

Recorded as per minutes.

**3. Apologies**

EB's apologies were noted.

**4. Approval of Agenda**

It was agreed to approve the Agenda.

**5. Approval of previous minutes**

The minutes of previous meeting held on 21 April 2020 was approved.

**6. Matters to be addressed**

JL noted that matters to be addressed at this meeting included:

AGM (2) Updating APHP Constitution (3) 2019/2020 project: Development of position paper on how to address issues of social significance as part of best practices approaches in the heritage sector (4) Revisions to Ethical guidelines and disciplinary process and code of conduct (5) Anson Square (6) Professional Development and Professionalisation Engagement (7) New Year Event on Intangible Heritage (8) CPD Points Investigation (9) Interaction with Authorities (COCT, HWC and SAHRA) (10) Accreditation Matters

**6.1 AGM**

- LvR informed ExCo that she had been informed by the staff of Peter Napier's office that Peter had passed away sometime last year and that Craig Whittle, who has subsequently taken over the office, will prepare our audited financial statements.
- It was noted that Craig Whittle agreed to have them ready before our AGM.

- ExCo noted and discussed the email received from Stephen Townsend in which he raised his concerns about:
  - ExCo's decision to proceed with the AGM instead of postponing it,
  - the fact that the Chairperson's report had been signed by the entire ExCo, instead of just the Chairperson,
  - the fact that he felt the Chairperson's report failed to adequately address the status of APHP's professionalisation aims.
  
- It was noted that:
  - the reasons for proceeding with the virtual AGM was to approve our 2020/2021 budget in order for our 2020/2021 invoices for membership fees to be sent to our members' whose membership certificates would lapse by the end of June anyway.
  - ExCo members' signed the Chairperson report as a show of their collaborative effort in its drafting, each member providing specific feedback on their respective portfolios. It was however agreed that despite this, the Chairperson, Jenna Lavin would solely sign the report.
  - ExCo felt the professionalisation status had been expounded on in the Chairperson's Interim report sent to the membership in December 2019, but agreed that JL would edit the Chairperson's report to include the status of APHP's professionalisation aims.
  
- It was further agreed to raise and discuss Stephen Townsend's concerns at the AGM.

## 6.2 Updating APHP Constitution

- It was agreed to defer this matter to the next meeting.
- **JL** was tasked to resend her track changes document of APHP Constitution to ExCo for their input.

## 6.3 2019/2020 project: Development of position paper on how to address issues of social significance as part of best practices approach in the heritage sector

- ExCo noted Stephen Townsend's comments on the title choice of the paper.
- It was agreed to reword the opening paragraph of the paper as well as change the title from that of Conference position paper on Intangible Heritage to that of Outcomes from the Intangible Heritage Conference 2019.

## 6.4 Revisions to Ethical Guidelines and code of conduct documents

- ExCo noted the emailed comments from Stephen Townsend regarding the revision to the ethical guidelines and code of conduct document.
- It was agreed to address Stephen Townsend's comments at the AGM.
- **LvR** agreed to update the Ethical Guidelines and code of conduct documents after the AGM.

## 6.5 Anson Square

- ExCo noted the emailed comments from Stephen Townsend regarding the Anson Square practice guideline document.
- **CA** agreed to address Stephen Townsend's comments on the practice guideline document at the AGM.

## 6.6 Professional Development and Professionalisation Engagement

- It was agreed to provide feedback on the status of APHP's professionalisation aims at the AGM.
- This item remains an item on the Agenda due to APHP's on-going engagement with EPASA regarding our professionalisation aims and the development of an accreditation process that is aligned with EPASA's 6 core competencies approach.
- **AA** agreed to assist JL in liaising with EPASA.

## 6.7 New Year Event on Intangible Heritage

- It was agreed to defer this item to the next meeting.

## 6.8 CPD Points Investigation

- CA reported that Brent is still busy preparing the CPD point certificates for our members who attended our 2019 Intangible Heritage conference.
- CA further reported that she prefers to focus on obtaining the CPD points for members who attended the conference first before the request for the CPD point certificates for our new-year event.
- **CA** agreed to continued follow ups with Brent and to investigate and make suggestions around APHP's own point allocation system.

## 6.9 Interaction with Heritage Authorities/Institutions

- It was noted that the HWC 6 December 2019 meeting minutes had been sent with no response from HWC.
- **JL** agreed to draft a letter addressed to the CEO of HWC regarding HWC'S online processes during lockdown.
- It was agreed that a generic letter to other PHRA's across the country be sent as well in terms of their lockdown processes.
- **JL** noted that she still intends drafting the letter regarding the inappropriate behaviour of a member at HWC committee meetings.
- **JL** agreed to send Advocate Malgas a reminder email about the proposed online meet between APHP and SAHRA.
- **UR** agreed to contact Mark Bell of COCT for an online meeting.
- **AA** agreed to contact the local PHRA in Gauteng and City of Tshwane via email informing them of APHP and its Gauteng based membership.
- **JL** agreed to forward AA the previous letter sent to the Gauteng PHRA and local PHRA's in the Eastern Cape and KwaZulu Natal.

## 6.10 Accreditation Matters

- ExCo agreed to ratify Gareth Nolan's Candidate membership recommendation by the Accreditation Committee.

## 7. Other Matters

### 7.1 Herbert Prins Zoom Memorial

- ExCo agreed for Herbert Prins Zoom Memorial recording to be circulated to the membership.

## **7.2 Heritage Field work during lockdown**

- It was noted that JL contacted SAHRA regarding the revised lockdown regulations allowing support services to the mining and agricultural sector to be classified as essential services and whether inter provincial travel would now be allowed that the restrictions had been lifted.
- It was noted that SAHRA confirmed they still await clarity around that too from DEAF (Department of Environmental Affairs and Fisheries)

## **7.3 SAHRIS Workshops**

- JL noted her EB concerns around HWC not using SAHRIS, the South African Heritage Resources Information System that each PHRA is supposed to use to do their case/application management.
- JL further noted that according to Clinton Jackson, who manages the system at SAHRA, HWC is prepared to but await the go ahead for them to do so.
- ExCo noted the benefit in uploading HIA's to SAHRIS to facilitate information and research sharing and agreed to host regular SAHRIS workshops for our membership once the new features on the SAHRIS interface has been updated.
- It was also agreed to raise this issue in the letter to be sent to HWC.

## **8. Date of Next Meeting**

- It was agreed that the next meeting would be decided upon via email.

## **9. Closure**

- The meeting closed at 13.15.

