



Association of Professional Heritage Practitioners

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON  
21 APRIL 2020**

at 12:00 via Zoom Conference Call

**PRESENT:** Emmylou Bailey (EB), Ursula Rigby (UR), Jenna Lavin (JL), Louise van Riet (LvR), Gavin McLachlan (GM) and Claire Abrahamse

**APOLOGIES:** none

**Secretary:** Muneerah Karriem (MK)

**1. Opening and welcome**

JL welcomed ExCo members.

**2. Attendance**

Recorded as per minutes.

**3. Apologies**

There were no apologies tendered.

**4. Approval of Agenda**

It was agreed to approve the Agenda, subject to the addition of: 'Amendments to APHP Constitution' under Other Matters.

**5. Approval of previous minutes**

The minutes of previous meeting held on 23 March 2020 was approved subject to the following Corrections to items 7.2 and 7.3 respectively.

Item 7.2, 3<sup>rd</sup> bulleted point should read: "ExCo discussed the possible use of a similar point allocation system like that of CPD points for our membership."

Item 7.3, the word unruly should be replaced with inappropriate.

**6. Matters to be addressed**

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

Replacement for Wouter Fourie on ExCo (2) 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 (3) AGM (4) Revisions to Ethical guidelines and disciplinary process and code of conduct (5) New Year Event on Intangible Heritage (6) HASA Survey (7) CPD Points Investigation (8) Interaction with Authorities (COCT, HWC and SAHRA) (9) Professional

Development and Professionalisation Engagement (10) Anson Square Workshop (11) APHP Infograph (12) Accreditation Matters

### **6.1 Replacement for Wouter Fourie on ExCo**

- ExCo welcomed the positive response from Adre Aggenbach, an accredited Gauteng based member, and agreed to co-opt her onto ExCo.
- **JL** agreed to send Adre an email officially welcoming her to ExCo.

### **6.2 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**

- It was agreed to defer this matter.
- **EB** agreed to have the paper ready by the 6<sup>th</sup> May.

### **6.3 AGM**

- ExCo discussed the possibility of postponing the AGM to a date in June, but agreed, based on the uncertainty as to when the country's lockdown will end, to keep the date of 27 May and to host a virtual AGM instead.
- It was further agreed that the various reports and supporting documentation would be sent to the membership on the 6<sup>th</sup> May.

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

- **JL** confirmed she was happy with the edits LvR made to the document and agreed to officially reply, copying in the rest of ExCo, so it can be ratified.

### **6.5 New Year Event on Intangible Heritage**

- JL noted that the email link sent to the membership of a Google event survey for our Kick off function held in January lacked context.
- **EB** agreed to draft a cover email to the link and note a deadline for comments.
- **EB** agreed to post it to Facebook as well.

### **6.6 HASA Survey**

- It was agreed to remove this item from the Agenda up until Jacques Stoltz reverts back to APHP.

### **6.7 CPD Points Investigation**

- CA informed ExCo that Brent agreed to allocate category 1 CPD points to those who attended our Conference, but required a signed attendance register.
- MK confirmed that the signed conference attendance register had been sent to CA via whatsapp.
- CA further informed that CPD points would be allocated to those in attendance at our Kick off function as well but that a theme title for the presentation talks and a signed attendance register would be required here too.
- EB confirmed that she had just sent the attendance register to the kick off function via email this morning, but agreed to update the register noting the theme of presentation talks.
- **CA** agreed to liaise with Brent regarding the above and all future CPD point allocation with CifA.
- ExCo further agreed to start investigating and discussing options of a point allocation system for our membership, especially our candidate members, but that would suit the context of

APHP right now.

## 6.8 Interaction with Heritage Authorities/Institutions

- ExCo ratified the 6 December 2019 HWC and APHP meeting minutes.
- **JL** agreed to forward the minutes to Colette, Waseefa and Penny for their review and request a date for a meeting via Microsoft Teams.
- It was further agreed to draft a letter noting APHP's concerns around the:
  - Lack of proactive communication from HWC to its stakeholders in terms of its processes to manage applications during the country's lockdown.
  - public participation in terms of the guidelines of applications submitted and processed online.
- **JL** noted and confirmed that she will still draft the letter to HWC addressing the inappropriate behaviour of an APHP member at HWC Committee meetings.
- **JL** agreed to request a meeting with SAHRA as well.

## 6.9 Professional Development and Professionalisation Engagement

- **JL** confirmed that she will draft the document aligning APHP's accreditation guidelines with EPASA's 6 core competencies by the 6<sup>th</sup> May.

## 6.10 Anson Square workshop

- CA noted that she had sent the document to ExCo although a few aspects thereon remain incomplete.
- CA discussed these and agreed to send through the final version for ExCo to include as a supporting document for the AGM pack to be sent to the membership.

## 6.11 APHP Infograph

- ExCo noted and thanked CA for her efforts in drafting APHP's infograph.
- It was agreed to approve the option marked 2B.

## 6.12 Accreditation Matters

- ExCo noted the item was marked for noting, as none of the applicants to date, had responded to their respective letters and/or accreditation.

## 7. Other Matters

### 7.1 Herbert Prins Obituary

- ExCo noted the sad passing of a fellow colleague and APHP member, Herbert Prins.
- **UR**, a student and mentee of his, agreed to draft an obituary.

### 7.2 Amendments to APHP Constitution

- JL noted she had emailed ExCo a copy of the constitution with some track changes and will provide further details to these later today.
- ExCo agreed to respond to these details and/or provide further inputs.
- It was further agreed to inform the membership at the AGM that the Constitution needed updating and that ExCo are currently working on it.
- ExCo discussed aspects regarding the finances of APHP and agreed:

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- not to propose an increase in fees due to the country's lockdown,
- that whilst APHP's constitution reads that membership fees are to be paid within 2 months of the date of invoice, not to strictly enforce this, this year, as this had not, unfortunately been implemented in previous years anyway.
- to align future annual APHP conferences in line with finances.
- to propose at the AGM, a conference for June 2021, asking the membership for ideas and/or proposals.

### **7.3 Zoom Conference – Professional**

- ExCo agreed to pursue the purchasing of a professional Zoom account for all future ExCo meetings and possibly that of the AGM.
- **LvR** and **MK** agreed to liaise in this regard.

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

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

### **9. Closure**

- The meeting closed at 13.30.

