



Association of Professional Heritage Practitioners

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON  
21 JUNE 2021**

at 12:00 via Zoom Conference Call

**PRESENT:** Jenna Lavin (JL), Emmylou Bailey (EB), Gavin McLachlan (GM), William Martinson (WM), Wendy Wilson (WW) and Elwyn Harlech Jones (EHJ)

**APOLOGIES:** Claire Abrahamse (CA)

**Secretary:** Muneerah Karriem (MK)

**1. Opening and welcome**

JL welcomed members informing them that:

- she intends stepping down as Chair
- she would start meeting proceedings in her capacity as the previous Chair
- the new Chairperson would carry on chairing the meeting after deliberations under item 6.1 of the agenda.

**2. Attendance**

Recorded as per minutes.

**3. Apologies**

It was noted that CA tendered her apologies.

**4. Approval of Agenda**

It was agreed to approve the agenda subject to the addition of Leslie Townsend under Other Matters.

**5. Approval of previous minutes**

ExCo agreed to hold over the approval of the previous minutes of meeting held on the 24 May 2021 pending its review; **JL** agreed to review the minutes and get back to MK.

**6. Matters to be addressed**

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

- (1) New ExCo welcome and AGM report back
- (2) Professional Development and Professionalisation Engagement
- (3) Transformation towards a just heritage practice – development of social impact assessment guidelines document
- (4) Development of a Cultural Landscape Guidelines document.
- (5) Interaction with Authorities (COCT, HWC and SAHRA)
- (6) Heritage process flow diagrams for Standardised application templates and CPD opportunity
- (7)

Accreditation Matters (8) APHP & CIFA collaboration (9) Wupperthal – CPD Points (10)  
Plagiarism and Copyright on heritage reports

## 6.1 New ExCo welcome and AGM report back

- ExCo deliberated and agreed that the various positions on the ExCo would be held as follows:
  - Chairperson: Gavin McLachlan
  - Treasurer: William Martinson
  - Acc Comm: Wendy Wilson
  - Liaison for Heritage Authorities: Jenna Lavin
  - Professionalisation: Claire Abrahamse and Elwyn Harlech Jones
  - Events: Emmylou Bailey
  - PPDF: Jenna Lavin and Claire Abrahamse
  
- It was noted that EB turned down her nomination as Chair due to her home commitments but agreed to review the nomination upon her husband's return from his overseas trip.
- GM accepted his nomination as Chairperson with the proviso that he does so up until December 2021 and that EB then takes over should she be willing and able to do so by then.
  
- GM in his capacity as Chairperson welcomed everyone, thanked JL for the sterling work she had done as Chair over the past 4 years and hopes that as a collective ExCo will continue on that path.
- GM noted and welcomed the involvement of members outside of the Western Cape in the form of WM and EHJ on ExCo, and encouraged the co-option of members from Gauteng and/or KwaZulu Natal onto the ExCo as APHP's constitution allows.
- ExCo members agreed to think of and propose a few nominees from these provinces, JL however pointed out that Len van Schalkwyk, a KwaZulu Natal based member already turned down his nomination offer made just prior to the AGM.
- JL further informed of the email MK sent the candidate membership inviting them to note their interest to sit in on ExCo meetings with observer status.
- JL noted that allowing this would give candidates insight into the workings of APHP and could potentially aid their aspirations to achieve accredited membership.
  
- JL gave a report back on the AGM noting that an updated budget was presented and approved; the Association's reliance on historical savings necessitated the nearly 50% increase in membership fees which could not be sustained going forward without an increase in fees.
- JL further noted that other sources of funding in the form of conferences and events could not be pursued because of Covid.
- She also noted that the amendments to the Association's Constitution was approved and adopted as well as a motion proposed by Stephen Townsend regarding professionalisation.
- JL reminded ExCo that professionalisation remains ExCo's big task, as well as the projects involving the development of guideline documents for cultural landscape and social impact assessments.
- It was noted that the invoices reflecting the updated amounts in membership fees were sent to the members'; some of the members had since paid their membership fees and were issued with an updated membership certificate.
- JL noted that watermarks for the membership certificates are changed each year and that ExCo members usually source any suitable and relevant heritage related images that can be converted into a watermark.

## 6.2 Professional Development and Professionalisation Engagement

- JL provided the ExCo with a synopsis of APHP's professionalisation process thus far noting that:
  - The Association's professionalisation aspirations for Heritage Practitioners were fully discussed and workshopped at APHP's Professionalisation conference in 2015.
  - It was decided that the quickest and easiest route to professionalisation for Heritage Practitioners, would be under the EAPASA (Environmental Assessment Practitioners Association of South Africa),
  - EAPs (Environmental Assessment Practitioners) work and shared legislation is similar to that of Heritage Practitioners.
  - She did a presentation at an EAPASA conference on APHP and the association's aspirations to have heritage practitioners registered as heritage assessment practitioners under EAPASA.
  - EAPASA noted they were happy to take us on once they have registered the bulk of their EAPs.
  - The deadline for registration of EAPs have been extended numerous times due to Covid.
  - EAPASA uses a 6-core competency approach to assess the competency of a prospective EAP.
  - The ExCo together with the Accreditation Committee and Stephen Townsend had been workshopping a 6-core competency approach that closely aligns to that of EAPASA's for prospective heritage practitioners.
  - This document remains a work in progress and that the professionalisation Champion and WW, as our newly appointed accreditation committee liaison on the ExCo would continue to drive this process forward.
- JL noted the previously drawn up Terms of Reference document for the professionalisation Champion position MK sent ExCO as an attachment to her notification of meeting email.
- **MK** was tasked to update its format, save it onto APHP's new letterhead and send it back to ExCo for final reviews.

## 6.3 Transformation towards a just heritage practice

- EB informed ExCo of how the workings of the establishment of minimum standards for social impact assessment guidelines was born out of discussions on the transformation of the heritage sector and that this draft will be to assist members in upholding a standard for these assessments as well as potentially assisting heritage authorities in their assessment of these reports.
- **JL** and **EB** agreed to review and collate the comments the SIA team made in a workable document and share this with ExCo in order for it to be tabled for discussion at the next meeting.

## 6.4 Development of a Cultural Landscape Guidelines document

- JL confirmed that the draft notes on cultural landscape guidelines is in her inbox, and just like the social impact assessment guidelines, **JL** and **EB** agreed to review and collate these comments into a workable document and share it with ExCo in order for it to be tabled for discussion at the next meeting.
- JL expounded on the issue of REDz areas (Renewable Energy Development Zone) and its impacts to the cultural landscape noting that:

- REDz areas are areas that have already been identified and gazetted as such for intended renewable energy development zones.
- Impacts to the cultural landscape was unfortunately not considered, only archaeology and palaeontology.
- A process on how to guide renewable energy developments that does not impact cultural landscapes was needed.
- It will be useful for APHP to identify and map the cultural landscapes within REDz areas in order to propose how best these resources are to be dealt with.

## 6.5 Interaction with Heritage Authorities/Institutions

- It was noted that **JL** took over this portfolio from UR and agreed to contact her in this regard, particularly around her engagements with the COCT.
- **JL** further noted that meetings with HWC and SAHRA are due and that she will contact Colette Scheermeyer of HWC and Adv. Malgas of SAHRA for possible dates.
- JL confirmed that once the dates for the respective meetings have been confirmed, she will inform ExCo and enquire about the availability of members who wish to attend.
- ExCo noted member complaints regarding the flurry of emails of HWC committee meeting agendas and minutes of meeting; it was agreed to stop forwarding these and to only send members the HWC notices.
- **JL** noted that she would like to personally discuss the ECPHRA issue with WM; **WM** confirmed his happy to do that, but felt JL might get more out of discussions with Dumisani Sibayi, the former and now suspended provincial manager of ECPHRA.
- **WM** agreed to forward Dumisani Sibayi's email address to JL.
- It was noted that whilst APHP has a fair amount of Gauteng based members, most prefer not to serve on ExCO due to the administrative burden it places on them in trying to set up meetings between APHP and the relevant Gauteng PHRA and/or local heritage authorities.
- ExCo also noted the difficulty Adre Aggenbach, a former Gauteng based ExCo member had in just getting a response to her emails and phone calls.
- JL informed ExCo that prior to Covid, a couple of roadshows were proposed in order to meet up with fellow APHP members and heritage professionals within the various provinces with the view of setting up provincial APHP chapters over there.
- **EB** welcomed this initiative and proposed as a start, that APHP's Gauteng based members be invited to a Zoom meeting with ExCo in order to sense what their needs are and the problems they face as heritage practitioners within the province; GM and JL noted their support for this idea and further proposed that this is fully discussed at the next meeting.
- It was agreed to possibly contact Dr Mxolisi Dlamuka of AMAFA as a contact for KwaZulu Natal.

## 6.6 Heritage process flow diagrams for Standardised application templates and CPD opportunity

- It was noted that the goal of this process was to develop possible CPD material for candidate members in developing a flow diagram of the heritage application process followed by the various heritage authorities.
- **JL** agreed to draft the processes for HWC and SAHRA
- ExCo noted the rough draft GM sent via WhatsApp regarding the processes followed by heritage authorities within the Eastern Cape and agreed that **WM** would be better positioned to review and expound thereon.

## 6.7 Accreditation Matters

- **WW** agreed to contact Louise van Riet regarding the pending membership applications for Will Archer and Shilo Hope.

## 6.8 APHP and ClfA collaboration

- ExCo noted the shared opinions and members between APHP and ClfA, welcoming the cross pollination of ideas and collaboration between the two organisations around comments of mutual interest; particularly that of the outdoor advertising by-law and COCT's SDFs
- It was agreed to defer this matter to the next meeting pending CA's feedback.

## 6.9 Wupperthal – CPD Points

- It was noted that CA could arrange CPD points for members who attended the Wupperthal events.
- It was agreed to defer this matter to the next meeting pending CA's report back.

## 6.10 Plagiarism and Copyright on Heritage reports

- ExCo noted that this matter remains a standing item on ExCo meeting agendas due to the issues that exists around plagiarism and copyright that has been an ongoing issue at SAHRA for the past 10 years; understanding when and how to share reports that have been approved and shared on a public domain, particularly in an archaeology context where some archaeologists drafting these reports don't want their data shared.
- **EB** agreed to brainstorm ways in which this matter could be workshopped, perhaps approaching someone who specialises in copyright and the legal processes in terms thereof.

## 7. Other Matters

### 7.1 Leslie Townsend

- ExCo noted the passing of the late Leslie Townsend, a fellow colleague and well-known professional within the heritage fraternity.
- It was agreed that whilst Leslie Townsend was not an APHP member, she contributed significantly to heritage practice and should be acknowledged for that.
- JL agreed to ask Stephen Townsend to draft an obituary that can be shared with the APHP membership and broader public via our website.
- **EB** proposed that it be put to the membership that they not only inform ExCo of fellow colleagues within the heritage fraternity that have passed away but kindly write up and forward an obituary on the deceased that can be shared with the membership and broader public via our website; JL seconded EB's proposal.
- **EB** agreed to draft the wording for the email to be sent to the membership.

## 8. Date of Next Meeting

- It was agreed that ExCo meetings would be held on Tuesdays at 12pm, on a date towards the end of each month.
- It was noted that the next ExCo meeting would thus take place on the 27<sup>th</sup> July.

## 9. Closure

- The meeting closed at 13.20.

