



Association of Professional Heritage Practitioners

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

at 12:00 via Zoom Conference Call

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

Secretary: Muneerah Karriem **(MK)**

2. **APOLOGIES:** None

3. **OPENING AND WELCOME**

- GM welcomed members noting full attendance.

4. **APPROVAL OF THE AGENDA AND MINUTES OF THE PREVIOUS MEETING**

- It was agreed to approve the agenda.
- It was agreed to approve the minutes of the previous meeting held on the 24 August.
- CA proposed its acceptance, WW seconded.

5. **MATTERS ARISING FROM THE MINUTES OF THE PREVIOUS MEETING**

- GM noted the listed items on the agenda, enquiring from members if there were any other matters arising from the previous minutes that needed to be included; none were raised
- GM noted that these items would be discussed and dealt with under the various portfolios as per the agenda.

6. **STANDING ITEMS TO BE DEALT WITH LATER**

- ExCo noted the items listed and agreed to discuss and deal with it at a later stage, as and when it arises.

7. **FINANCES**

Treasurer's Report

Bank clearance and log on access:

- WM confirmed that his interaction with the Standard Bank consultant revealed that a change of signatories would have to be initiated by the existing signatories - they would need to visit a Standard bank branch - much like was done in 2017.
- He noted that the existing signatories are Jenna Lavin, Mike Scurr and Louise van Riet, all Cape Town based members.

- WM further noted that the consultant was unsure whether the change could be facilitated in part via a MS Team meet to cater for the Eastern Cape bound ExCo members who agree to be of the new signatories.
- WM enquired whether it would be possible for the existing signatories to remain as such – JL noted that all bank signatories need to be current ExCo members, Mike Scurr and Louise van Riet are no longer members on ExCo.
- **WM** agreed to contact the bank consultant again to confirm the process that would allow members outside the Western Cape to be part of the bank signatory change with the current bank signatories who are all Cape Town based – He would then contact Louise to initiate proceedings this side, should the consultant confirm what was initially relayed to him.

Report back on membership fees received thus far:

- MK shared her screen of APHP's income and expenditure statement reflecting the income and expenses of the association thus far – WM talked ExCo through it, noting the number of members across the membership categories who have paid their fees in full.
- ExCo noted the closing balance as at 21 September to be R102 643.

Any items that need ExCo's approval

- ExCo also noted the number of defaulters, discussed the possible extension of the 1st October 2021 membership fee deadline and agreed to allow for such, provided members respond to the email reminder **MK** sends them informing of such allowance and of the option to request a payment plan should members have difficulty in paying the full amount by 1st October.

8. ACCREDITATION AND MEMBERSHIP

Mark Bell's (COCT official) request to 'freeze' his membership

- It was noted that ExCo agreed not to entertain the idea of 'freezing' membership as this would open up many more such requests – membership of APHP means members buy into the grand plan of professional heritage work and the fact that he does not and/or cannot practice as a professional heritage practitioner at the moment has no bearing on his accreditation.
- **MK** was tasked to inform Mark Bell accordingly.

6 Core-competencies – WW chat with Louise and report back

- WW reported that she had not contacted Louise yet as she wanted to speak to ExCo first in regards to her understanding of what exactly the core competency document is supposed to do and how it will eventually gel with the professionalisation side of things, as she has come to understand that Stephen Townsend is opposed to it.
- JL confirmed that whilst Stephen was not 100% satisfied with the document he workshopped with Acc Comm, he was not opposed to it, just struggled to see how it would marry with the professionalisation process in the distant future.
- JL noted that APHP would have to have a solid system of accreditation moving through EAPASA – something on the 'to do' list and to be discussed with Richard Hill.

- JL further noted that ExCo needs to in the meantime, try and best describe what a competent heritage practitioner would need to be able to do and how best that can be demonstrated; that this could be used as a stand-alone guideline as we move along with the association's professionalisation aims and our engagements with Richard Hill to then see how it fits and where it may need to be amended.
- JL confirmed that there are proposals and ideas of how competency can be demonstrated; noted mentions were through examples of work, in terms of authored reports; but that ethics and competency in the application of law components would best be assessed via a test.
- JL reiterated however that Stephen Townsend, herself, WW and Louise van Riet would need to sit down and brainstorm it further, as the final draft would need to be presented to the membership to get them on board with it, as all members would need to reapply for membership if adopted.

Transformation towards a just heritage practice

Social impact assessment and cultural landscape assessment guideline documents

- **WW** informed ExCo that she is busy finalising the document and should have it ready to be sent to JL and EB by the end of this week.
- **WW** noted that she was under the impression that inputs into the cultural landscape guidelines document was being done by Sarah Winter and David Gibbs, but agreed to look at what EB sent in terms thereof, contact Sarah as well and report back at the next meeting.
- GM noted on a separate but related note that the issue of transformation and having a transformation plan was discussed at the professionalisation subcommittee meeting.
- JL noted that APHP does not have one at the moment, but agreed that is something that is needed, not necessarily via our professionalisation process, but more along transforming APHP to allow for diversity in our membership.
- It was agreed to look out for already established transformation charters amongst professional bodies similar to APHP and to edit it accordingly to best fit the association's mandate – **JL** and **EB** agreed to do the necessary edits and workshop the rest with ExCo.
- JL noted that the transformation charter would need to address issues hampering diversity in membership and not necessarily around the professionalisation process involving the services of our Champion, Richard Hill.

PPP and non-landowner residents in terms of section 38 applications

- It was noted that this matter, even though it ties in with aspects of transformation would be discussed and recorded as a separate matter under Liaison with Heritage Authorities/Institutions - HWC

Membership Growth – ICOMOS S.A.

- **JL** informed ExCo that she still intends to contact Laura Robinson in order to discuss and determine the overlap between APHP and ICOMOS S.A, how

the associations could support each other, clarify roles in the sector and facilitate cross membership.

9. LIAISON WITH HERITAGE AUTHORITIES/INSTITUTIONS

SAHRA

JL report back on Draft policy document for comment

- **JL** informed ExCo that no response has been forthcoming and that she will send a follow up email.
- JL noted the Heritage Workshop Week Seminar SAHRA would be hosting and that MK had forwarded notification thereof to the membership.

10 Question Google form by JL and CA

- CA reported that they had not done the previously agreed upon 10 Question Google form, proposing instead, that the membership be asked to forward any issue/concern they are experiencing with particular PHRA's to ExCo, in order for the ExCo to raise these at subsequent meets with SAHRA.
- ExCo agreed, **CA** noted that she would action this.

HWC

30 September meeting

- ExCo noted that the previously scheduled, 10 September 2021 meeting had been shifted to the 30th September 2021 and that the CEO, Michael van Jaarsveld would be in attendance.
- It was noted and agreed to raise the issue of HWC not managing to keep to its consultation deadlines, which has dire impacts on other comments in terms of other legislations.

PPP and non-landowner residents in terms of section 38 applications

- EB noted her concerns regarding the huge gap in consultations in terms of section 38 applications with inhabitants on lands who are not landowners, but residents, like farm workers, especially within the Karoo area.
- She further noted that at the speed at which these rural towns are being developed and given our country's historic disenfranchisement and historic disempowerment over land, that this was a sad continuation thereof, especially since the people generally living and working on these farms are the historic inhabitants of the landscape.
- JL confirmed that Authorities rely on registered conservation bodies to voice the concerns of local inhabitants and that the best would be to lobby authorities to highlight the issue and strategies via social impact guidelines – APHP could also encourage and guide our membership in terms thereof as well, via our own social impact assessment guidelines.
- EHJ cautioned ExCo in trying to set policy that should be set up via the Authorities, but noted that it is a problem especially within rural communities and is thus something that should be brought to the attention of heritage authorities in order for them to set up policies in terms thereof – he also noted

- his agreement that such consultations with rural communities be encouraged and something our membership takes cognisance of.
- GM suggested that the above issue forms part of APHP's transformation charter.
 - It was agreed that:
 - this matter would be **raised with HWC** at the next Council meeting, as well as during ExCo's meets with HWC management.
 - **EB** would draft a simple guideline document on how to register as a conservation body, which would serve as something to impart with community groups within rural areas by our members who come into contact with persons/communities interested and vested in their heritage so their voices can be heard and taken into account.
 - an event is arranged with the membership around heritage impacts and renewable energy projects - the challenges and opportunities, where this issue would be one of the topics under discussion – **EB** to action this as well.

CoCT

Feedback on 3rd May minutes to be sent to the membership and meeting request

- **JL** informed ExCo that no response has been forthcoming and that she will send a follow up email.

SDFs issued for comment – for noting

- Matter not discussed

ECPHRA

- **JL** informed ExCo that no response has been forthcoming from Mr Mandita regarding her meeting request and that she will send a follow up email.
- **WM** informed ExCo that he had been in contact with Mr Mandita telephonically on a separate matter, who informed him that they finally concluded the disciplinary process of the former ECPHRA Manager, Sello Mokhanya and hope to have a resolution soon.

PPDF

- **CA** reported that at the PPDF meeting held on Friday, 17 September, the issue and impact of HWC's continuous missed consultation deadlines was briefly discussed – noted concerns were the missed commenting deadlines in terms of other legislation such as NEMA, LUPA etc and the serious economic consequences thereof.
- It was noted that Waseefa Dhansay, the only HWC representative present at this meeting could not answer for senior HWC management regarding the employment of more staff and why the previous and working procedural system put in place was not being adhered to.

- JL and CA noted the regular meets APHP has with HWC at this meet and agreed to raise these concerns at our meeting scheduled for the 30th September.
- JL noted the whatsapp conversation she had with Waseefa after this meeting and the need for APHP to raise this issue with senior management.
- JL informed that as a result, it was confirmed that the CEO, Michael van Jaarsveld would be in attendance at our meeting on 30th September.

ClfA Collaboration

- CA reminded ExCo about John Wilson Harris, the chairperson of ClfA's heritage committee's request to sit in on APHP's meetings with HWC and SAHRA due to the difficulty he has in being able to secure meetings with them on behalf of ClfA.
- JL noted that it was fine with her as long as John understands and is subject to a caveat for his attendance, that the meetings are general in nature and not arranged to discuss individual case management issues, rather generalised processes in terms of applications.
- ExCo agreed to allow John such opportunities to attend APHP's meets with HWC and SAHRA.
- CA reported on the recent ClfA meeting held on Thursday, 16 September noting that the Wupperthal example, which basically sums up what EB had raised regarding the public participation process in terms of section 38 and consultations with residents who are not the landowners, was discussed.

Other Heritage Authorities

- No other heritage authorities were discussed at this meeting.

10. PROFESSIONALISATION

Professionalisation Sub-committee – 16 September meeting report back

- EHJ and JL reported on the meeting the subcommittee had with Richard Hill noting the presentation he conducted of the proposed options at our disposal and his recommendation of the best possible route the ExCo would need to pursue on behalf of APHP for our professionalisation aims.
- It was noted that the subcommittee members received Richard's letter yesterday, dated 20 September, noting his interest to champion APHP's professionalisation aims at a time and cost basis from November 2021 at R300 per hour to be billed at month end.
- He also identified a set of tasks as per his recommendation, which he intends taking further should the subcommittee and ExCo agree to his recommendation.
- It was noted that there were still a few issues in terms of task choices that the subcommittee needed clarity on; it was thus proposed that these not be discussed right now due to time constraints, but that the subcommittee interacts with Richard regarding these and that EHJ then notify ExCo on the subcommittee's discussions and progress made via email.
- ExCo agreed to this proposal.
- EHJ further proposed that an update regarding our professionalisation efforts is shared with the greater membership to keep them informed.

- JL noted that the updates on professionalisation are usually done at our AGMs and are recorded in the minutes, but that an Interim Chair report of which she has a template of, can be sent to the membership if the ExCo so wish; **JL** agreed to forward this to ExCo in order for GM to edit the document accordingly and share with ExCo before sending it off to the membership.

Way Forward

- The **subcommittee** agreed to liaise with Richard via email regarding the task choices he proposed, as well as amongst themselves, in order to pen a draft contract between APHP and Richard Hill, noting the agreed upon tasks and time as well as cost breakdown.
- **EHJ** agreed to keep the rest of ExCo informed accordingly.
- It was noted that the next subcommittee meeting takes place on 14 October.
- **GM** agreed to edit the Interim Chair report JL sends him, share it with ExCo for input and that it then be shared with the membership as a means to keep them informed of ExCo's doings in terms of our professionalisation aims.

11. **EVENTS**

Plagiarism and Copyright Workshop

- EB informed ExCo that she had emailed potential speakers asking if they would be interested in presenting at a workshop of this nature and received no response to date.
- ExCo agreed to forgo this as an event and support EB's proposal to have an event dealing with heritage impacts and renewable energy projects – challenges and opportunities, in terms of prior discussions, as part of our year end function to be held towards the end of November.

12. **CORRESPONDENCE**

Ronald Donaldson of Stellenbosch University - list of APHP approved Heritage courses

- Ronald Donaldson emailed response was noted; he confirmed that his question regarding accredited heritage courses was for personal application purposes and not for his department.

13. **ANY OTHER BUSINESS**

APHP POPI Compliance – report back (for noting)

- It was noted that Nicholas Wiltshire recommended APHP send out a similar email the South African Archaeological Society (SAAS) sent its members in terms of the POPI compliance – ExCo approved MK's edits to the text to make it APHP specific which was subsequently sent to the membership.

14. DATE OF NEXT MEETING

- It was agreed that the next meeting would take place on Tuesday, 26 October 2021.

15. CLOSURE

- The meeting closed at 12.56