



Association of Professional Heritage Practitioners

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON  
22 JUNE 2020**

at 12:00 via Zoom Conference Call

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

**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.

**5. Approval of previous minutes**

The minutes of previous meeting held on 18 May 2020 was approved subject to the noted apologies of EB and correction to the last bulleted point under item 6.4, which should read:

“LvR agreed to update the Ethical Guidelines and code of conduct documents after the AGM.”

**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**

- ExCo discussed and noted both the criticism and positive feedback received from members

around our recent AGM held via the online platform called Zoom.

- ExCo agreed that whilst face to face meetings remain the ideal, an online platform does offer members outside the province and all members in general the convenience of attending meetings from the comfort of their home.
- It was agreed to possibly merge the two going forward, when lockdown restrictions allow and when it's safe to do so.
- It was also noted that the AGM minutes had since been forwarded to the membership.

## **6.2 Updating APHP Constitution**

- JL shared her screen of the document and talked through her proposed track changes.
- It was agreed that the rest of ExCo go through the document as well and affirm and/or amend where necessary.
- It was further agreed to keep all proposed track changes so that the membership are privy to see what has been updated.

## **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 the name change of the title from that of position paper to the Outcomes from the Intangible Heritage Conference 2019 and agreed that the document could now be shared widely.
- **JL** noted that she had since shared it with SAHRA and will email SABTACO and HWC a copy as well.
- It was agreed that this item could now be removed from the Agenda.

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

- **LvR** agreed to finalise the edits to the document before the next ExCo meeting.

## **6.5 Anson Square**

- **CA** agreed to finalise the edits to the document by the end of this week in order for it to be discussed and circulated to HWC before our meet on Monday, 29 June.

## **6.6 Professional Development and Professionalisation Engagement**

- ExCo noted their approval of the proposals made by JL in aligning APHP's accreditation guidelines to EPASA's 6 core competencies and agreed that the next step would be to start going through EPASA's application guideline manual to see what APHP could adopt from there.
- It was agreed to share this approach and afore mentioned documents with the Accreditation Committee (Acc Comm) for their input and decide upon date for discussions via Zoom.
- ExCo agreed that an historical account of APHP's professionalisation process to date be communicated to the membership and via a tab on the website.
- **JL** agreed to draft a summary timeline of the professionalisation process for email circulation to members and upload to the website.

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

- EB informed that out of the 40 odd responses received, the overall feedback was positive, the only negative comments were around an online platform not being available for members outside the province.

## 6.8 CPD Points Investigation

- CA happily informed that she and a few members had received their CPD point certificates from Brent for APHP's 2019 Intangible Heritage Conference.
- It was however noted that only those members who belonged to Professional Institutes would receive one.
- CA further confirmed that the Kick off function CPD point certificates is being processed and that Brent will send them as soon as they are ready.
- **CA** and **EB** agreed to liaise regarding awarding the membership, particularly our Candidate members with 'tokens' in gaining the necessary experience in order to achieve Accredited membership via workshop and/or conference attendance that aligns with EPASA's 6 core competencies and our own revised aligned accreditation guidelines under EPASA.

## 6.9 Interaction with Heritage Authorities/Institutions

- It was noted that APHP and HWC are scheduled to have an online meeting on Monday, 29 June.
- It was agreed to discuss APHP's letter regarding the public participation and online application processes during lockdown and Mr Mxolisi's response thereto.
- CA raised the issue of social studies relying heavily on face to face interviews and with the current Covid 19 pandemic, this becomes an almost impossible task.
- It was agreed to obtain clarity around this as HWC has not made clear what a social study should look like.
- It was further agreed to table in terms of the above, APHP's conference paper on the Outcomes from the Intangible Heritage Conference 2019 and any issues around APHP members' heritage reports submissions and overall behaviour at Committee meetings.
- ExCo also agreed to discuss issues HWC find challenging around HPOZ's and what APHP can report back on at our COCT's meetings.
- **JL** agreed to put the above in an Agenda format and send it to HWC.
  
- **JL** reported that the SAHRA meeting held on 3 June went well in that most of the Agenda items had been dealt with.
- It was noted that the CEO of SAHRA agreed to continuous engagement with APHP and that the meeting of the 3rd had been recorded.
- **JL** agreed to request a copy of the minutes of the meeting and/or recording so as to inform our membership.
  
- **AA** reported that she had emailed and attempted to contact the Gauteng PHRA, City of Tshwane and Tshwane Building Heritage Council informing them of APHP and request for a meeting, but none had responded.
- **UR** agreed to put **AA** in contact with the relevant people at the City of Tshwane.

## 6.10 Accreditation Matters

- ExCo noted the accredited membership application by Xabiso Sidloyi and Acc Comm's recommended request that he submit's self-authored heritage reports.

## 7. Other Matters

- There were no other matters discussed.

## 8. Date of Next Meeting

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

Association of Professional Heritage Practitioners  
[info@aphp.org.za](mailto:info@aphp.org.za)  
[www.aphp.org.za](http://www.aphp.org.za)

## 9. Closure

- The meeting closed at 13.40.