



Association of Professional Heritage Practitioners

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON
23 NOVEMBER 2021**

at 12:00 via Zoom Conference Call

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

Secretary: Muneerah Karriem **(MK)**

2. **APOLOGIES:** None

3. **OPENING AND WELCOME**

- GM welcomed members noting the sad news of WW's email tendering her resignation.
- GM noted that a replacement for her position on ExCo and portfolio would be discussed under the 'Any Other Business' item on the agenda.

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 26 October.
- WM proposed its acceptance, JL 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, as a standard practice going forward, 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 as it arises under its respective portfolio on the agenda today.
- The matters were not discussed; it was deferred and would appear under its respective portfolios at the next meeting.

7. **PROFESSIONALISATION – EHJ/CA/JL**

Professionalisation Sub-Committee – 18 November meeting report back

- It was noted that EHJ presented his report back as per the noted items listed on his feedback document which MK screen shared.
- The summed-up discussions and resolutions would be recorded as per the bulleted points noted on the agenda.

Contract between APHP and Richard Hill

- It was noted that the contract between Richard Hill and APHP had been finalised, Richard signed the contract and returned it on the 16 November 2021.
- It was further noted that his contract runs from 1 November 2021 till the completion of the project and that he would send his first invoice to the subcommittee on the 25th November 2021.

Richard Hill's plan of action

- It was noted that Richard could not manage to draft his plan of action in time for the subcommittee's professionalisation meeting on the 18 November, and agreed to do so by the 1st week in December qualifying it in terms of the issues chart; and that it would be forwarded to and discussed with the subcommittee for their final review and input before it's sent to ExCo for ratification.

Summary of what SAQA requires of APHP and 30 November meeting

- EHJ noted that APHP has 60% -70% of the required items that SAQA needs, but that it does not necessarily exist in a format we can use.
- It was agreed that after the 30th November SAQA meeting, Richard Hill, EHJ and GM will present the subcommittee with a report back via email and/or the Whatsapp chat.
- ExCo noted the urgency and importance of the tasks to follow after the 30th November meeting; tasks that include the:
 - **transformation charter,**
 - **aligning our accreditation guidelines to the 6 core-competencies approach,**
 - **development of an appeals policy and procedure,**
 - **CPD policy**
 - **changes to APHP's Constitution that incorporates some of the above mentioned.**
- JL however noted the unlikelihood of the subcommittee in collaboration with the ExCo completing everything in time for the AGM in May 2022.

An interpretation and summary of feedback from Prof Jan-Albert on the Strategic Planning meeting held on 28 October

- EHJ noted the Powerpoint presentation Prof Jan-Albert presented on behalf of APHP, wherein two scenarios were put forward to EAPASA; one in which EAPASA modifies its SAQA recognition to incorporate ECOs and PHPs or an independent approach, where APHP applies to SAQA for recognition as a non-statutory professional body on its own.
- EAPASA noted that it was ultimately up to APHP to decide, but that they would be prepared to investigate and pursue an avenue whereby PHPs and ECOs would have designations under EAPASA via a specialist category that is separate to the section 24 (H) regulations that governs EAPs, but is subject to SAQA allowing such an addition.

- EHJ noted that it was still Richard Hill's recommendation however that APHP pursues professionalisation as a non-statutory professional body on our own.
- It was further noted that there still remains some uncertainty around the longevity of EAPASA as the registration authority for EAPs post February 2023 and its establishment as a Council through its own statute; as there were other long-term proposals on the Minister's table.
- ExCo noted the signed MOU between EAPASA and the CBE (Council of the Built Environment) that Richard attached as an addendum to his report on the feedback Prof Jan-Albert gave him of EAPASA's strategic planning session.

Richard Hill's time-sheet (payable 25 November)

- It was noted that Richard would forward his time-sheet and invoice on the 25th November 2021.
- WM noted that the bank signatory change had not been finalised but that Louise van Riet, the previous treasurer agreed to enforce any payments on behalf of APHP so long.

Issues Chart – subcommittee report back on noted tasks (as per matters arising)

- EHJ noted that the issues chart had since been updated to include a timeline and comments column, and that it would be further updated with detailed requirements after the SAQA and December feedback report.
- **JL** confirmed that the transformation charter remains a work in progress, Richard Hill had since shared EAPASA's one as well, which **EB**, herself and **CA** would go through along with the other previously mentioned charters and use them as a basis from which to work on in the drafting of ours.

Funding

Richard Hill

- It was noted that this would be discussed and minute recorded as per the Treasurer's report

APHP's Constitution ratification and registration as a non-profit organisation

- JL confirmed that the ratification of our constitution and registration as a non-profit organisation needs to be done by a lawyer who specialises in NPO registration; that she has since been put into contact with such a person but that his services has cost implications for APHP.
- She noted that a report on APHP's finances from WM is thus vital in terms of the above.

SAQA application fee

- ExCo noted the non-refundable fee payable upon APHP's submission of their application to SAQA.

APHP Accreditation Guidelines alignment to EAPASA's 6 Core Competencies approach

- ExCo noted that this remains one of the more important tasks on the subcommittees to do list and part of the list of tasks that needs to be prioritized for completion before our AGM in May 2022.

8. FINANCES

Treasurer's Report

Bank signatories and liaison with Standard Bank

- WM confirmed that Louise van Riet still awaits CA's proof of address and copy of I.D. before she can proceed with the process to have the bank signatories changed.
- **CA** agreed to forward these documents to Louise after this meeting.

Update on APHP financial status

- **WM** asked the ExCo to allow him a week to get the required information; ExCo agreed to WM sending it via email.
- MK shared her screen of APHP's income and expenditure statement for 2021-2022, noting the income and expenses as well as the closing balance to date.

Any items that need ExCo's approval

Richard Hill's timesheet and invoice

- It was noted that Richard still needs to submit an invoice.
- It was agreed that **WM** would ask Louise van Riet to effect Richard Hill's payment as the bank signatory changes has not yet been made.

9. ACCREDITATION AND MEMBERSHIP

- GM noted the resignation of Wendy Wilson and enquired from EB if she would be prepared to take over the accreditation and membership portfolio for the time being; he also noted that the previously agreed upon term for him to serve as Chairperson would nearly come to an end and that EB can then take over as Chairperson, but that he would stay on until AGM if needed.
- EB noted that she would think about it and let GM know.
- **EB** agreed to contact Wendy Wilson and Louise van Riet regarding the accreditation and membership portfolio

- **MK** was tasked to forward any membership applications to EB in the meantime.

CPUT Tender bid and APHP Membership as a requirement

- EHJ briefly noted the reasoning for tabling this matter on the agenda and confirmed that a letter had been sent to CPUT to clarify that APHP is a voluntary professional association and membership should therefore be considered to be advantageous but not a mandatory requirement in tender bids.
- EHJ further noted that whilst he believed the above to be true for government authorities or agencies, such a requirement should not be incumbent upon parastatals as they should be allowed to make their own requirements for their tender bids, unlike government authorities or agencies who operate differently.
- JL noted that she held a different view as this would exclude and prejudice competent heritage practitioners of colour's right to work simply because they refuse to belong to APHP; she noted that this matter has an unflattering history attached to it in that in previous years gone by, these very practitioners were denied accredited membership by this association.
- JL further noted that Quahnita Samie, who brought this matter to APHP's attention should be responded to as a courtesy and as a way to encourage future membership.
- EHJ noted his hesitancy to make it a habit of responding to individuals due to the legal ramifications this poses in terms of our professionalisation aims.
- JL noted that all such previous correspondences have been carefully thought through and toed the line from a legal perspective.
- EB added on a separate but related note that Quahnita Samie was not the only heritage practitioner of colour to raise issues of bias and prejudice; she received a call from a previous member who chose not to renew her membership precisely for this reason; further adding that something has to be done to bring in competent people of colour into the association; as it stands most heritage professionals of colour do not want to belong to APHP and we have to try to do things differently or run the risk of another association starting.
- EB noted that this heritage practitioner has since obtain her MPhil and would be an ideal candidate to serve on the ExCo, now that a replacement for Wendy Wilson is being sought; **EB** agreed to contact her proposing she applies for accredited membership.
- CA noted that CifA has an awards prize that awards the best student of architecture at a university with an automatic 2-year paid membership award; she suggested that perhaps APHP should investigate such an option to be offered to a Master's program student, like the MPhil that Naomi Roux manages at UCT.
- **CA** agreed to contact Naomi Roux in this regard.

Annlin Matabane emailed request for further clarity regarding her candidate accreditation

- MK confirmed that Wendy drafted a second letter in response to Annlin's request for further clarity on her candidate accreditation, that the letter had

been sent to her and that no response from Annlin has been forthcoming to date.

Nkosinathi Tomose emailed request for clarification on application as a Professional Member of APHP

- MK confirmed that Wendy had sent Nkosinathi an email confirming the requirements for accredited membership and inviting him to apply.
- It was noted that he had since paid the R200 application fee but has not sent in his application form and supporting documents yet.

Membership Growth – ICOMOS S.A.

- JL confirmed that there has not been a meeting scheduled for months now, that they await on the secretary to inform of the next meeting date where discussions on voting in a new executive would be tabled and discussed; and only thereafter can APHP's engagement with the new executive of ICOMOS S.A begin.

10. TRANSFORMATION TOWARDS A JUST HERITAGE PRACTICE

Social impact assessment and cultural landscape assessment guideline documents – WW progress report

- JL noted that despite Wendy Wilson's resignation from ExCo she informed that she is happy to continue assisting ExCo with the drafting of the above-mentioned documents.
- **JL** and **EB** agreed to liaise with Wendy in this regard.

EB progress report on the drafting of a draft document on how to register as a Conservation Body to assist local rural communities in terms of the public participation processes for section 38 development applications

- EB informed ExCo that she had since drafted the one pager document and sent it via email to ExCo this morning for their review.
- JL suggested adding a general template of a constitution as an addendum to this document as well as a short note on how to define and articulate your interest in terms of a geographical area and category of heritage resources.
- **EB** and **JL** agreed to take this forward and that it would need to be translated into Afrikaans and other languages.

APHP's Transformation charter

- It was agreed to re-add this matter under the transformation towards a just heritage practice portfolio, noting that it was not just a task for the professionalisation subcommittee but the broader ExCo, and that EB's input is highly valued and sought after particularly in light of prior discussions.
- **EB** noted that she had not commented on the documents previously shared as she thought it to be a function for the professionalisation subcommittee but will gladly assist JL and CA in coming up with a draft that is to be workshopped amongst the ExCo and subcommittee.

11. LIAISON WITH HERITAGE AUTHORITIES/INSTITUTIONS

SAHRA

Feedback on noted issues

- JL confirmed that there had been no response since the last communication

CA correspondence with membership regarding PHRA issues

- CA noted that she was confused as to what exactly she was meant to do in terms of the above and thought that the noted issues members raised with regards to HWC's delays and errors in the processing of applications did that.
- JL clarified that it was decided that the same approach is adopted in allowing members to note any issues they have with PHRAs across the country as its SAHRA's mandate to assess the competencies of these PHRAs, and in doing so we would assist SAHRA in that process.
- **CA** agreed to pen the wording for the email to be sent to the membership, much along the lines like the one JL drafted and was sent to the members regarding HWC.

HWC

Specific APHP member concerns regarding HWC delay and errors sent to HWC – JL

- JL noted that the table of members concerns had been sent to Colette, Penny and Waseefa; there had been no response to date.
- JL further noted that Louise van Riet had subsequently also sent a list of applications she had tabled at HWC committee meetings that had substantial delays and errors attached to them; **JL** agreed to add these to the table and re-forward it to HWC as a follow up email.

PPP and non-landowner residents' consultations in terms of section 38 applications – EB

- EB noted that she had asked for this matter to be placed on the HWC council meeting agenda of 19 November, but have since learned that it was not tabled nor discussed. **EB** agreed to raise it again at subsequent HWC and APHP engagements as well as at the next HWC council meeting.

CoCI

Feedback on 3rd May minutes to be sent to the membership and meeting request – JL feedback regarding contact made with Harriet Cliff

- **JL** noted that a response has yet again not been forthcoming; she agreed to send a follow up email.

ECPHRA

GM, EHJ and WM proposed meeting date with Mr Mandita

- **GM** noted that they have not done so yet, but will definitely do so before the next ExCo meeting taking place in January 2022.
- WM informed ExCo that the MEC of Arts and Culture had since closed down ECPHRA's East London office and made arrangements for it to be moved to the DESRAC offices in King Williams Town; he noted that ECPHRA has not been disbanded but that they would be housed and managed by DESRAC (Department of Sports, Recreation, Arts and Culture)
- JL welcomed the news noting that HWC is also managed by a government department known as DCAS (Department of Cultural Affairs and Sport), and that it may just be a good thing as the finances and HR components are covered by the Department.

CifA

- **CA** noted that the CifA meeting had been cancelled; she agreed to provide ExCo with a report back at the next meeting should they manage to squeeze in a meeting before the holiday break.

PPDF

- JL noted that the next PPDF meeting will take place on Thursday, 2nd December 2021; **JL** and **CA** agreed to provide a report back at the next meeting.

12. EVENTS

Heritage Management and Renewable Energy Developments – year-end event
8 December – EB report back

- EB noted that the email informing the members of the event had been sent; **MK** was tasked to send the membership a reminder email about the deadline for presentation submissions.
- It was noted that EHJ, JL and EB would conduct presentations.
- **EB** agreed to ask Liana Jansen if she would be interested to present something as well.

13. ANY OTHER BUSINESS

Chairperson's Interim Report

- **GM** noted that he intends sending the ExCo his chairperson report by tomorrow, 24 November and request members to provide their respective feedbacks by close of business on Friday, 26 November 2021.

Replacement of Wendy Wilson position on ExCo

- ExCo agreed to brainstorm and propose a possible replacement for Wendy Wilson.
- It was noted and recorded under the accreditation and membership item on the agenda that EB would manage this portfolio for the time being.

Enquiry by Kobus van Wyk regarding SACAP CPD points for membership to a voluntary association

- ExCo noted the email by Kobus van Wyk enquiring from APHP why SACAP denied him the CPD points he applied for in terms of his membership with APHP as a voluntary association.
- CA noted that this may be due to the fact that APHP is not accredited as a voluntary association with SACAP.
- **CA** agreed to reply to Kobus's email seeking more clarity; **MK** noted that she replied to Kobus on the back of GM's reply to her and agreed to forward this email to her.

HWC DEDAT (Department of Economic Development and Tourism) Project Report

- It was noted that the report spoke to a review on the implementation of certain sections of the NHRA in order to streamline application processes around general 3 protections, in particular, section 34 permit applications to alter or demolish structures older than 60 years; it also involved potentially allowing the province via HWC, as the provincial authority to have its own provincial legislation in terms of implementing its own heritage management system in relation to provincial heritage matters.
- **ExCo** agreed to read through the report and provide their respective comments by **Friday, 3 December 2021**, noting the deadline for comments to be 30 January 2022.

14. DATE OF NEXT MEETING

- It was agreed that the next meeting would take place on Tuesday, 25 January 2022.

15. CLOSURE

- The meeting closed at 13.42