



Association of Professional Heritage Practitioners

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON
26 OCTOBER 2021**

at 12:00 via Zoom Conference Call

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

Secretary: Muneerah Karriem **(MK)**

2. **APOLOGIES:** Claire Abrahamse **(CA)** and Emmylou Bailey **(EB)**

3. **OPENING AND WELCOME**

- GM welcomed members noting apologies from CA and EB.

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

- It was agreed to approve the agenda.
- GM noted the importance of prioritizing today's discussions around professionalisation, and it was thus decided to briefly note, but holdover in depth discussions around other matters on the agenda.
- It was agreed to approve the minutes of the previous meeting held on the 21 September.
- WM 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 signatories and liaison with Standard Bank:

- It was noted that the current APHP bank signatories, Louise van Riet and Mike Scurr would be removed and replaced by Claire Abrahamse and William Martinson, as they were no longer ExCo members; Jenna Lavin, in her capacity as vice-chair and ExCo member would remain a bank signatory.

- WM confirmed that the existing Cape Town based signatories, **Louise van Riet, Mike Scurr and Jenna Lavin** would need to precipitate the action to have bank signatories changed, and that they make an appointment to visit a Standard Bank branch as this change cannot be initiated by him as a new signatory.
- He further informed that arrangements should be made to facilitate his presence at this meeting via an online platform, and that the Cape Town based signatories take along with them a resolution from ExCo and extract of approved minutes noting the change, much like was done in 2017.
- ExCo agreed, **MK** was tasked to email the relevant persons to inform them of the above and send ExCo an extract of this minute to approve via email.

Update on APHP financial status in terms of membership fees received after allowed extension:

- MK shared her screen of APHP's income and expenditure statement reflecting the income and expenses of the association thus far – WM briefly talked ExCo through it, noting the income derived from membership fees and enquiring from ExCo the detail his expected to provide in these report backs.
- JL welcomed such reports, noting the lack thereof in previous years, especially last year which as a result, just prior to the AGM necessitated the proposal from ExCo calling for the sharp increase in membership fees.
- ExCo noted the closing balance as at 26 October to be R115 782.63
- JL, noting the balance as at that date, and noting the R35 000 put aside for professionalisation for this financial year, proposed that WM reports back to ExCo on what expenses are anticipated before the end of this financial year and what we will have over as at 31 March 2022.
- She noted that this information would assist ExCo to plan ahead in terms of what monies need to be put aside for professionalisation, in order to realise the monies needed to fulfil Richard Hill's quote of R76 200.
- She emphasised the need to do that thinking now, so that ExCo is able to determine more or less how much we need to raise for the new financial year in order to cover all costs anticipated.

Any items that need ExCo's approval

Professionalisation Funding

- ExCo endorsed JL's proposal and **WM** agreed to provide ExCo with such feedback via email which will be noted and recorded accordingly as per the minutes at our next meeting.
- GM welcomed and reiterated the proposal from JL, noting this feedback will greatly assist the professionalisation subcommittee and ExCo to plan ahead in whether to propose the membership pays a special levy towards professionalisation or expect an annual increase in membership fees.

8. ACCREDITATION AND MEMBERSHIP

Annlin Matabane emailed request for clarity regarding her candidate accreditation

- WW informed ExCo of Annlin's letter questioning her candidate member accreditation.
- WW reported that:
 - Annlin ticked both the accredited and candidate boxes on her application form,
 - She had overblown her experience on her CV versus her actual experience in years
 - The accreditation committee requested some examples of reports she compiled but found them to be of a standard that does not warrant accredited membership just yet.
- ExCo resolved that **WW** inform Annlin that her actual years of experience was not deemed sufficient in terms of the criteria needed to fulfil accredited membership in terms of 3.2 and 3.3 of the association's accreditation guidelines.

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

- WW informed ExCo of the clarity Nkosinathi sought regarding professional membership and the core requirement of an academic qualification as per APHP's accreditation guidelines that is particular to the applicant's core profession.
- WW explained that Nkosinathi noted in his email the 13,5 years plus industry experience and expertise in the management of cultural heritage resources and 10 years' experience and expertise in the conservation of built environment, urban history, landscape architecture, visual and cultural landscape; asking whether his active engagement and experience was enough to achieve professional membership despite not having a formal academic qualification particular to the built environment.
- WW further noted JL's reply in the email thread confirming a working relationship with Nkosinathi and attesting to his professionalism, industry experience and expertise.
- **WW** agreed to advise Nkosinathi accordingly and invite him to apply for accredited membership.

6 Core-competencies – WW meeting set up with JL, Louise and Stephen report back

- ExCo agreed to place this matter under professionalisation as it was inherently part of the professionalisation process.
- The matter was deferred for discussion to the next meeting.

Transformation towards a just heritage practice

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

- It was agreed to defer this matter for discussion to the next meeting.

EB and JL progress report on the drafting of an APHP Transformation Charter document and development of a draft document on how to register as a Conservation Body

- It was agreed to place the transformation charter and plan under professionalisation as it was a noted task on the Issues Chart that the subcommittee and Richard Hill would be working on.

Membership Growth – ICOMOS S.A.

- JL noted that she had emailed Laura Robinson regarding formalising a partnership, determining roles within the sector and access to each other's members; she awaits her reply in this regard.

Membership Numbers as at October 2021 – for noting

- It was noted that the total number of APHP members stood at 106 made up as per the following membership categories:
 - PHPs – 78
 - CHPs – 23
 - Associates - 5

9. LIAISON WITH HERITAGE AUTHORITIES/INSTITUTIONS

SAHRA

Feedback on meeting request and noted issues

- JL reported that there were no minutes from the last meeting, but responded on certain matters SAHRA requested clarity on in response to an email she sent; SAHRA had subsequently responded noting that they accept the issues APHP highlighted as worthy of being investigated.

CA correspondence with membership regarding PHRA issues

- ExCo noted that CA was not present to provide feedback.
- GM noted the importance of continuous engagement with the various PHRAs and local municipalities possibly via a liaison branch of APHP within each province.
- JL noted that, that was the plan before Covid happened; a few ExCo members had a meeting with some Gauteng based members on talks of establishing an APHP branch over there.

- It was agreed to revive this plan, in the meantime **GM**, with the help of **WM** and **EHJ** agreed to contact the Nelson Mandela Bay municipality and Buffalo City for regular meetings in addition to ECPHRA engagements.

JL feedback regarding SAHRA's draft BEU policy regarding consultations – deadline was 20 October 2021 – for noting (policy sent to membership on 30 September 2021)

- JL noted that the deadline for comments had passed and a collated APHP response was not sent; hopefully individual members would have sent theirs.
- MK confirmed that the email advising on the request for comments had been sent to the membership on the 30th September.

HWC

30 September meeting report back

- JL reported that HWC doesn't believe there are any challengers and requested APHP forward specific examples of member concerns.

Specific APHP Member concerns regarding HWC delay and errors (table attached)

- ExCo noted the attached table of member concerns, ratified it and agreed for it to be sent to HWC on an APHP letterhead.
- **JL** agreed to forward it to HWC.

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

- ExCo noted that EB was not present to provide feedback.

CoCT

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

- **JL** reported that her emails had not been responded to, but agreed to send an email one more time and thereafter call Harriet Cliff should a response not be forthcoming.

ECPHRA

- JL reported that Mike Mandita had not responded to her last set of emails requesting a date for the proposed meeting.
- GM noted that he had interactions with Mike Mandita regarding a section 38 application he had submitted to ECPHRA, and suggested that perhaps he, WM and EHJ reach out to Mr Mandita for a Zoom meeting and report back on any progress made at the next meeting.

PPDF

- JL noted that the last meeting was held in September and reported on at the ExCo meeting held on 21 September.
- JL further noted that meetings are held once a quarter and that the next meeting will in all likelihood take place sometime within the first quarter next year.

ClfA Collaboration - CA report back

- ExCo noted that CA was not present to provide feedback.

10. PROFESSIONALISATION

Professionalisation Sub-committee – 21 October meeting report back

- ExCo noted the main items emanating from the professionalisation subcommittee meeting held on 21 October; they reported there on, noted discussion points and decisions made in terms thereof.

Contract between APHP and Richard Hill

- ExCo noted that the issues raised and workshopped amongst the professionalisation subcommittee were resolved.
- JL shared her screen of the contract for ExCo's review, noting that the agreed upon track changes still needed to be accepted and that the additional clause stating that *RH limits his claims for payment to a total of R35 000.00 in the current financial year ending on 31 March 2022, the remaining fees to be claimed in the next financial year* be included; **GM** agreed to make the necessary edits.
- **GM** agreed to forward the contract to ExCo for final checks and approval before sending it to Richard Hill, whose official start date is that of 1 November 2021.

Issues Chart

- GM noted the careful consideration the subcommittee and by extension the ExCo need to pay to the issues chart in understanding what we as APHP have to do and who will do what.
- He noted the plan of action Richard Hill endeavours to do and that ExCo reviews and ratifies it at our next meeting.
- **EHJ** noted the intended set up of a subcommittee Whatsapp group for any urgent communication; and the SAQA workshop that he, GM, JL and Richard Hill will attend on the 30 November.
- **JL** confirmed that APHP's constitution needs to be ratified by a legal advisor or lawyer and that APHP would need to register as a non-profit organisation in order to have some legal standing as an entity; she noted that ICOMOS S.A. had recently gone through the same process; that she had since emailed Laura Robinson in this regard and will report back at the next meeting.

- JL confirmed that APHP financial statements are audited each year, and we therefore have audited statements for the last 3 years.
- **JL** further informed that she, **CA** and **EB**, have looked at the ASAPA, Architects and other relevant organisation's transformation charters and plans and would liaise further in order to have something to present to ExCo at our next meeting.
- It was noted that our membership application form currently aligns with our accreditation guidelines but would need to be updated when our accreditation guidelines are aligned to the 6 core competencies approach.
- It was noted that APHP does have a database of members.
- ExCo noted that our current accreditation guidelines make provision for recognition of prior learning in awarding full accreditation based on years of experience and successful practice despite the lack of a formal qualification, once we adopt the 6-core competency approach though, it will need to comply with SAQA requirement in terms thereof.
- It was noted that at the 30th November meeting with SAQA this aspect would be discussed and expounded on.
- ExCo noted that the fine tuning of designation (membership) categories and awarding thereof would evolve with the assistance of Richard Hill.
- It was noted that APHP has a code of conduct and ethics.
- ExCo noted that APHP does not have a CPD policy as this needs to be linked to our accreditation guidelines and its eventual alignment with the 6-core competencies approach in determining what it means to be a PHP (Professional Heritage Practitioner).
- GM noted this is something that the subcommittee could in the meantime think through and write down some ideas as a work in progress.
- **EHJ** agreed to add the additional columns to the issues chart named timeframe and commentary, noting that these respective columns would be filled once we have Richard Hill's plan of action document.

Funding

- It was agreed that **WM** would keep ExCo informed regarding APHP's financial status as at 31 March 2022 and brainstorm ways to ensure we have enough money to fund our professionalisation commitments.

Chairperson's Interim Report

- **GM** agreed to send the draft report to ExCo for input, noting that the report would mostly focus on the professionalisation process and progress made thus far; he also noted that he hoped by then the ExCo would have a clearer understanding of how much more money needed to be raised in order to fulfil our professionalisation financial commitments, as well as sensitize the membership about any foreseeable increases to membership fees or special professionalisation levies.

EAPASA Strategic Planning Sessions – 28 and 29 October 2021

- JL informed ExCo about the EAPASA strategic planning sessions APHP was informed about via email and the subsequent emails sent seeking clarity around APHP attendance.

- It was noted that EAPASA would not allow for a hybrid meeting and were unwilling to fund the travel expense for an APHP representative to attend their strategic planning sessions in Rustenburg.
- It was further noted that Prof Jan Albert agreed to present a presentation JL and Richard Hill worked on; JL shared her screen of the said presentation, which was an amalgamation of Richard Hill's presentation he presented to the subcommittee at the 16 September's meeting and JL's presentation she presented at EAPASA's Limpopo conference in 2019.

SAQA Information Session Workshop – 30 November 2021

- It was noted that Richard Hill, GM, EHJ and JL would attend the SAQA information session workshop to be held on 30th November.
- **GM** and **EHJ** agreed to draft a feedback report to send to the ExCo shortly thereafter.

Way Forward

- It was noted that the amalgamated presentation JL and Richard Hill put together spoke to APHP pursuing SAQA recognition as a non-statutory professional body on its own, but not discounting falling under EAPASA, should EAPASA agree and whichever of the two approaches happens first.
- ExCo ratified the decision to have Prof Jan Albert make the presentation on behalf of APHP at EAPASA's strategic planning sessions.
- It was noted that the next professionalisation subcommittee meeting takes place on 18 November.

11. **EVENTS**

Heritage Impacts and Renewable Energy Projects – Challenges and Opportunities – year-end event

- It was agreed to holdover discussions as EB was not present.
- **GM** agreed to contact EB regarding a date for the year-end event.

12. **ANY OTHER BUSINESS**

- There were no other matters discussed.

13. **DATE OF NEXT MEETING**

- It was agreed that the next meeting would take place on Tuesday, 23 November 2021.

14. **CLOSURE**

- The meeting closed at 13.28