



Association of Professional Heritage Practitioners

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON
27 JULY 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)** (joined at 13.00)

Secretary: Muneerah Karriem **(MK)**

2. **APOLOGIES:** None

3. **OPENING AND WELCOME**

- GM welcomed members informing them of the change to the format of the agenda going forward, noting that by following an agenda as per the various portfolios allows for greater participation of all members on ExCo.
- He enquired from ExCo members if they had any concerns, comments and/or suggestions; none were raised.

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 meetings held on the 24th May and 21st June respectively.
- EHJ proposed its acceptance, GM seconded.

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

- GM mentioned a few action items emanating from the minutes of the previous meeting noting that these would be discussed and dealt with under the various portfolios as per the agenda.

6. **FINANCES**

Treasurer's Report

- GM noted the intention behind the sub heading as a way for ExCo to keep abreast regarding the finances of the association, noting that a brief report regarding the association's finances each month would suffice, and further allow for any Treasurer duties stemming from the various portfolios to be dealt with accordingly.
- **WM** confirmed that he had not contacted Louise van Riet the previous Treasurer on ExCo yet regarding matters pertaining to handover, but would do so via email and inform ExCo accordingly.

Any items that need ExCo's approval

- It was noted that Hendrik Snyders, a previous accredited member of APHP whose membership had lapsed in 2019 already due to the non-payment of his 2019-2020 membership fees, paid an old membership fee of R660 on 28 June 2021 and had not responded to MK's email regarding the proposal to reimburse his payment or that he reapplies for membership.
- It was agreed to await Hendrik Snyders reply regarding his options in terms of membership.

7. ACCREDITATION AND MEMBERSHIP

- GM informed ExCo that he contacted EB to explain his thinking in grouping matters pertaining to accreditation and membership together, and his proposal that EB works with WW under this portfolio.
- It was noted that **EB** due to her experience on ExCo and overlapping projects that involved matters pertaining to membership accreditation, agreed to join **WW** on this portfolio.

Accreditation Committee report for approval

- WW enquired from ExCo how exactly she is required to table membership applications, noting that the membership applications of Will Archer and Shilo Hope's had been discussed and consensus reached amongst the accreditation committee, but that she had not found the time to draft their respective accreditation letters yet, noting that Will Archer's accreditation letter required some thought as his accreditation was subject to him solely working within the heritage ambit of his profession.
- JL responded noting that a brief report back from her regarding the applications would do, thereby allowing ExCo members to ask questions if needs be and then ratify Acc Comm's recommendations accordingly; JL noted that there are templates of letters with a standard clause that members only do heritage work within their core competencies and that the accreditation letters could then be forwarded to GM for final approval and signature.
- ExCo ratified the candidate accreditation of Shilo Hope and the professional accreditation of Will Archer subject to him solely working within the heritage ambit of his profession.

Membership Growth

- GM noted the previous attempts to increase the membership base in the other provinces due to the bulk of the membership being Western Cape based, and feels this momentum should continue.
- JL concurred, referencing the proposed roadshows that were planned for 2020, where one or two ExCo members would visit the various provinces to engage with conservation bodies, architects, heritage bodies and/or all of the above in order to inform them of APHP's existence, and encourage membership with us, citing the value we add in terms of our engagements with heritage authorities and the development of guidelines we offer; JL however noted that due to covid this could not happen and would unfortunately continue to be the case, at least for the rest of this year.

- JL noted that a formal relationship with ICOMOS S.A. (International Council on Monuments and Sites – South Africa) could potentially aid in an increased membership base, especially outside the Western Cape; that there is an ICOMOS S.A. committee of which she is Vice-Chair and only one of two members at present; that discussions regarding the opportunity for some formal relationship with APHP had been proposed due to the substantial overlap of what we as APHP intend to do and what ICOMOS does in other countries.
- JL further noted that whilst ICOMOS is the professional association for people in Europe who work in heritage, here in South Africa it is different, but we have a number of APHP members who are members of ICOMOS and by having more of a presence of APHP members at various conferences it assists in broadening our horizons and attracting fellow South African heritage professionals who are not members of APHP yet.

Member Obituaries

- JL informed ExCo that she unfortunately had not found the time to contact Stephen Townsend regarding an obituary for Leslie Townsend, and by the time she had some free time to do so, it felt like it was a little too late after the fact noting that Leslie had passed away some time ago already.
- ExCo noted that Member Obituaries would be a standing item of AGM agendas going forward and that ExCo keep abreast of such instances in order to mitigate any untimely delays by immediately contacting a close colleague to draft an obituary.

Transformation towards a just heritage practice

- GM provided ExCo with a brief background to this matter and the subsequent attempts by ExCo to address some of the issues that were raised, via the establishment of a set of draft guidelines for social impact assessments that EB and JL had been working on together with a team of social and living heritage specialists.
- It was noted that the draft guidelines document had since been shared with **WW** who voiced her reservations, noting that the issue of social impacts is such a complex area and that the document would need to address a myriad of scenarios; she proposed a meeting be held between herself, **EB** and **JL** to fully discuss it.
- JL agreed, noting that discussions with WW are definitely needed in order to acquaint WW with the history and discussions that have gone on in terms of the intended outcomes of the document and how it can be made better.
- GM noted the complexity of the issues at play and the difficulty members face in finding the time to dedicate to it, but proposed a deadline is set to have the document ready by the end of the year, ready for adoption early next year.

Heritage process flow diagrams for standardised application templates

- GM informed ExCo that he had sent WM his version of a heritage process flow diagram in terms of the Eastern Cape heritage authorities processes.

- **WM** confirmed receipt thereof, that he was still busy making amendments to it and will get back to GM as soon as it's done in order for it to be ready by the next meeting.
- GM enquired from JL on the progress of the flow diagrams she agreed to draft for HWC and SAHRA and whether the flow diagrams require some form of explanation.
- **JL** noted that she was still busy drafting it, and that the flow diagrams do not require much explanation as most members understand what they are doing when making an application in terms of section 34, 35, 38 etc; they know that different authorities require different kinds of information, but get stuck in knowing what document to include knowing that HWC does not require it, but SAHRA does, resulting in a month delay for example.
- JL further noted that the flow diagrams guidelines need to illustrate the processes for the different applications under the different authorities highlighting on average how long applications take based on our experiences.
- GM enquired about flow diagrams for the provinces of Gauteng, KwaZulu Natal, Free State and Northern Cape; JL confirmed that she does work within those provinces in terms of section 38 but that it's all done via SAHRIS.
- JL suggested ExCo first work on the provinces represented on ExCo and once the templates are done, we could ask members who are based in those provinces to assist in terms of how things are done over there.

Cultural Landscape Guidelines document

- **EB** agreed to follow up with WW regarding a meeting to discuss the cultural landscape guidelines in addition to the social impact assessment guidelines in terms of the accreditation and membership portfolio.

8. LIAISON WITH HERITAGE AUTHORITIES

SAHRA

- **JL** informed ExCo that she emailed the new receptionist/secretary at SAHRA for available dates for a meeting with Adv. Malgas and will inform ExCo as soon as she hears from her.

HWC

- **JL** informed ExCo that she contacted Colette Scheermeyer of HWC for a meeting date as well as to be formally introduced to the new CEO, Michael Janse van Rensburg.
- In addition it was agreed to note the following issues as agenda items for the meeting:
 - missed deadlines for responses
 - staff capacity and negative impression of heritage management
 - request for applicants to be present at committee meetings when decisions are made.

CoCT

- **JL** confirmed that the CoCT heritage officials who attended the meeting with APHP had not provided their respective inputs regarding the minutes for the meeting held on the 3rd May 2021; that she followed up 2 months ago and will do so one more time, and copy in Maurietta Stewart, the newly appointed District Head of the CoCT Environment and Heritage unit, failing which, that the minutes would be sent to the APHP membership as is.

ECPHRA

- WM informed ExCo that he had been in touch with Andrew Palframan of the Nelson Mandela Bay municipality, who informed him that he had not been invited to be on a new committee at ECPHRA.
- WM informed ExCo that he had initially been invited, but his email asking for an official appointment letter had not been responded to, and he has heard nothing since.
- JL thanked WM, confirming receipt of the email address for Dumisani Sibayi, who put her into contact with the current Acting Director of ECPHRA, Mark Mandita.
- **JL** noted that Mr Mandita agreed to meet with APHP; that she had just sent him a reminder email to advise regarding available dates and that the issue of WM's nomination and invitation to serve on the new committee at ECPHRA can be raised at this meeting.
- JL informed ExCo that she heard ECPHRA as well as HWC will be going onto SAHRIS soon, something that will assist in aligning processes much better.

Other Heritage Authorities

- No other heritage authorities were discussed at this meeting.
- It was agreed to include PPDF engagements as an item under the liaison with heritage authorities on agendas going forward.

9. PROFESSIONALISATION

The Call for Applications for Champion from APHP Members

- It was noted that no applications for the Champion position were received from the membership.

A Professionalisation Sub-committee

- ExCo discussed Stephen Townsend's proposal of a subcommittee and it was agreed that the subcommittee would comprise, **EHJ** and **CA** as per their assigned portfolio, together with Stephen Townsend as proponent of APHP's professionalisation drive and **JL**, due to her institutional knowledge of the professionalisation process thus far and professional background that is not built environment specific.

Way forward

- It was agreed that **EHJ** would chair the subcommittee and contact Stephen Townsend informing him of ExCo's decision regarding the composition of the subcommittee and request for a meeting to discuss matters pertaining to professionalisation and appointment of a Champion.
- **JL** agreed to provide the subcommittee with a historical summary of the professionalisation process thus far.
- **CA** agreed to contact and engage with an EAPASA representative dealing with professionalisation for a status update regarding their own accreditation process of EAPs and confirming the plan to have heritage practitioners absorbed within their ambit once they have established themselves.

10. **PPDF**

Report back and next meeting date

- JL confirmed that there was nothing to report since our last ExCo meeting as PPDF meetings happen once a quarter, and that Louise van Riet gave the secretariat, Michael Darries, CA's email address as APHP's new representative, who along with JL will attend PPDF meetings.
- JL further confirmed that there were no updates on the war room process as well.

11. **EVENTS**

Plan for year ahead

- **EB** reported that she will revisit the proposed idea of a plagiarism and copyright workshop, brainstorming ways in which this matter could be approached.
- EB noted events are held usually at the beginning and end of year; sometimes in between, depending on capacity; she also asked **ExCo** to propose any topical heritage related matters they feel could be discussed and workshopped as an event.

CPD points

- It was noted that an attendance register for the Wupperthal online events were not kept, and because the event was attended by APHP members and non-members, ExCo agreed not to pursue the issuance of CPD points.
- It was agreed to investigate the option of an online attendance register via Zoom for all future events.

12. **CORRESPONDENCE**

Email from Raymond Smith

- JL informed ExCo of Raymond Smith's email questioning the disparity in the cost of heritage work, noting that concerns were raised at a HWC HOMS

meeting, and whether APHP would intervene in order to clarify and provide members with some form of fee scale.

- JL noted that:
 - this matter had been raised and discussed numerous times before
 - consensus had been reached that this would not be feasible as APHP is not a formally recognised professional association with relevant legislation to mitigate this.
 - the work heritage practitioners do is of a specialised nature; members having different levels of expertise and experience and would therefore, as per the free-market structure charge fees accordingly.
- It was agreed that **GM** as Chair, would respond to Raymond Smith noting that APHP as a voluntary association cannot enforce a scale of fees; we can only, at best and via our discussions regarding professionalisation add this matter to the agenda for deliberations later on.

Email from Johan Malherbe Rust Architects regarding POPI (Protection of Personal Information)

- ExCo noted that like MRA, APHP would need to comply with the regulations as per the POPI Act as well.
- JL noted that Nicholas Wiltshire who manages APHP's website had put something together in terms of the POPI Act for SAHRA; **JL** agreed to ask Nicholas to do something similar for APHP and to inform ExCo via email accordingly.

13. ANY OTHER BUSINESS

Election of Vice-Chairperson

- GM noted that the role of Vice-Chairperson on ExCo is an essential one, not only for succession purposes, but as back up to the Chairperson should he/she become unavailable for a meeting or two.
- EB noted that her position unfortunately remains the same till December at least; only then will she be able to take over from GM as Chairperson.
- GM nevertheless reiterated the need to appoint someone and that it will be discussed and decided upon at our next meeting.

14. DATE OF NEXT MEETING

- It was agreed that the next meeting would take place on Tuesday, 24 August 2021.

15. CLOSURE

- The meeting closed at 13.30