



Association of Professional Heritage Practitioners

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON
28 OCTOBER 2019**

at 12:30 at 38 Wale Street Chambers, Wale Street, Cape Town

PRESENT: Emmylou Bailey (EB), Claire Abrahamse (CA), Jenna Lavin (JL), Louise van Riet (LvR), Ursula Rigby (UR) and Gavin McLachlan (GM)

APOLOGIES: Wouter Fourie (WF)

Secretary: Muneerah Karriem (MK)

1. Opening and welcome

JL welcomed ExCo members.

2. Attendance

Recorded as per minutes.

3. Apologies

WF tendered his apologies.

4. Approval of Agenda

It was agreed to approve the Agenda subject to the addition of the following items under 'Other Matters':

PPDF meeting circular from Ryan Apolles
Wupperthal
End of year function

5. Approval of previous minutes

The minutes of previous meeting held on 30 September was approved subject to the correction of the bulleted point under item 6.6, noting Bisho as the place for GM's meeting with ECPHRA officials, not Bela Bela.

6. Matters to be addressed

JL noted that matters to be addressed at this meeting included:

- (1) 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
- (2) SBTACO Meeting
- (3) Professional Development and Professionalisation Engagement
- (4) APHP Infograph
- (5) Accreditation Matters
- (6) Interaction with Authorities (COCT, HWC and SAHRA)
- (7) Revisions to Ethical guidelines and disciplinary process and code of conduct
- (8)

6.1 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 agreed to incorporate any track changes and/or comments to the draft conference paper in order for it to be ratified and sent to the membership by mid-November.
- **ExCo** members were tasked to forward their respective comments by Friday, 1 November.

6.2 SBTACO Meeting

- ExCo agreed to forward SBTACO a copy of the conference paper once it's been ratified and finalised.

6.3 Professional Development and Professionalisation Engagement

- It was agreed that **JL** and **WF** have up until March 2020 to finalise aligning APHP accreditation guidelines to EPASA's 6 core competencies, noting EPASA's March deadline to complete their process of registering EAP's (Environmental Assessment Practitioners)

6.4 APHP Logo and Infograph

- **CA** agreed to finalise APHP's Infograph by the end of the year.

6.5 Accreditation Matters

- ExCo noted that the reason "Email to the membership on ExCo's doings" appeared under Agenda item: Accreditation Matters, was due to an email by Bruce Eitzen regarding members' competency tables, his search for suitable social historians amongst the membership and ExCo's subsequent discussions on it.
- ExCo noted his request but agreed, upon thought, that updated member competency tables were too difficult to police and/or monitor in terms of what members' note they are competent to do versus what may be the case.
- ExCO noted its previous decision that **JL** would instead, draft an email to the membership advising of what ExCo had been doing in terms of member liaison in the form of a Facebook page, update of the website and that minutes of ExCo meetings had been uploaded to the website for their review.
- **JL** agreed to email the membership regarding the above.
- EB informed that she had contacted Heidi Boise regarding applying to be an APHP member and that Heidi had not responded.
- **MK** was tasked to inform NGT of the following:
 - APHP's institutional membership category applies to heritage authorities and/or institutions, not heritage companies,
 - We accredit individual heritage practitioners and/or heritage officials.
 - We note that NGT's staff component comprise of heritage practitioners and thus encourage them to apply for individual membership.

6.6 Interaction with heritage authorities

- It was agreed that **GM** would contact Bryan Wintermeyer requesting he attend the meetings at the local authorities and ECPHRA with him.
- It was noted as per GM's recommendation that a week day towards the end of January 2020 would be proposed.
- It was agreed that:
 - GM would approach the Land Use people at the various authorities within the Eastern Cape for a meeting.
 - GM, LvR and UR would liaise regarding the framework of questions to pose to ECPHRA and the local authorities in terms of the systems put in place and the processing of section 34 and 38 applications.
- It was noted that:
 - Sello was the person in charge at ECPHRA and that Bryan would have his and other officials contact details.
 - Sello knows that a system to process heritage applications exist and is familiar with it, however, it's unclear whether a similar system or process is followed there.
- It was agreed to hold over the HWC meeting request until after the new Council has had its first meeting and request a meeting towards the end of January 2020.
- ExCo agreed to include 'inconsistency in committee decisions' and database as Agenda items for the HWC meet.
- It was further agreed that ExCo members provide further inputs to the list of Agenda items UR noted in her email.
- It was noted that **ExCo** would provide their respective inputs by Friday, 1 November.

6.8 Revisions to Ethical guidelines and disciplinary process and code of conduct

- ExCo noted that Antonia Malan and LvR were still busy revising the above said documents.

6.9 Anson Square Workshop

- **CA** agreed to contact Stephen Townsend regarding his note on sites exceeding 5000 square meters and respond by Friday, 1 November regarding a framework for the practice guidelines, noting however that there is no one case/scenario fits all, applications of a similar nature are to be evaluated on a case by case basis.

7. Other Matters

7.1 Data for Secretary

- ExCo agreed to allocate MK a R1000 for the cost of Cell C's 30G data bundle valid for one year.

7.2 PPDF meeting circular

- JL noted the feedback received from Ryan Apolles regarding PPDF meetings; that an HWC representative would attend future PPDF meetings and the 14 November deadline for

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- attendees to table items to be addressed at the 3rd December meet.
- ExCo agreed to note the following items to be addressed at the meet:
 - Relationship between HWC and COCT (including competency)
 - Organogram design, salaries, morale of staff and expertise
 - Public Digital Database
 - HIA requirements
 - HWC's draft Provisional Bill – status of it

7.3 Wupperthal

- It was agreed that LvR would draft an email to the membership calling for architectural firms to assist with their expertise in the rebuilding of Wupperthal noting that Henk of CifA plans to write to the Rupert Foundation to request funding in order to put a team together.

7.4 Year-end Function

- It was agreed to have APHP's year-end function on the 20th November.
- JL offered to make enquiries for the use of the Granary as a venue.
- EB agreed to contact Brent at CifA for the use of their boardroom in the event of the Granary being unavailable.

7.5 ExCo member nominations

ExCo noted and congratulated:

- EB on her nomination and election to HWC's Council.
- JL and CA's on their involvement in drafting the Stellenbosch Heritage Inventory for which the Stellenbosch Municipality received the Dedication to Heritage Award from the Institute of Landscape Architecture in South Africa (ILASA); the Inventory also received the ILASA Merit Award's first place for best publication.

8. Date of Next Meeting

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

9. Closure

- The meeting closed at 14.45.