



Association of Professional Heritage Practitioners

**MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON
19 APRIL 2021**

at 12:00 via Zoom Conference Call

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

APOLOGIES: Adre Aggenbach (AA) and Claire Abrahamse (CA)

Secretary: Muneerah Karriem (MK)

1. Opening and welcome

JL welcomed ExCo members noting apologies from AA and assumed apologies from CA as she had not joined the Zoom meet in time.

2. Attendance

Recorded as per minutes.

3. Apologies

It was noted that AA tendered her apologies and that CA would subsequently do the same.

4. Approval of Agenda

It was agreed to approve the Agenda subject to the addition of APHP Public Statement on the Cape Town Fire to be noted under Other Matters.

5. Approval of previous minutes

ExCo agreed to approve the previous minutes of meeting held on the 29 March 2021 via email.

6. Matters to be addressed

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

- (1) Professional Development and Professionalisation Engagement
- (2) AGM
- (3) Transformation towards a just heritage practice
- (4) Development of a Cultural Landscape Guidelines document.
- (5) Heritage process flow diagrams for Standardised application templates and CPD opportunity
- (6) Interaction with Authorities (COCT, HWC and SAHRA)
- (7) plagiarism and Copyright on Heritage reports
- (8) APHP Event – Wupperthal Case Study
- (9) Accreditation Matters

6.1 Professional Development and Professionalisation Engagement

- JL informed members that there does not seem to be a fully-fledged terms of reference document for the Professionalisation Champion position, just a letter addressed to the membership on 3rd May 2016, noting the requirements of the position, time span and key

skills and attributes needed from potential applicants via their expression of interest in the position.

- JL agreed to share the letter and a proposed terms of reference draft with ExCo via Google docs.
- JL also informed ExCo that:
 - the core competencies had now evolved back to 6 from the previous 5,
 - the draft competencies document that circulated amongst the competencies workshop team, had contained too much discussion which she had subsequently cleaned up and summarised, and
 - Stephen Townsend agreed to work on this document on his own for the time being due to the delays in exchange of the document between members on the competencies workshop team.
- It was noted that the next core competencies workshop meet would take place on 10th May.
- It was agreed that:
 - **JL** would try and pen a draft for the terms of reference for the Champion position and share this with ExCo for their review and comments via Google docs.
 - **LvR** would look at APHP's finances and advise on a budget for the Champion position for the 2021-2022 financial year.
 - The terms of reference for the Champion position, budget, time period and different options of who would drive APHP's professionalisation process would be discussed at the 10th May Zoom meeting.
- JL informed ExCo of an email she and EB received from Chris Murphy, an APHP candidate member regarding his recent experience at a HWC BELCom meeting in which the validity and competence of his work as a candidate member was questioned by a member who sits on the committee.
- ExCo expressed their concerns, noting that whilst APHP is a voluntary association and not legally constituted yet, anyone irrespective of whether they are an accredited, candidate, associate or non-member of APHP is allowed to submit a heritage application and/or reports to HWC; Its HWC mandate to assess such reports on its merits irrespective thereof.
- It was agreed that **ExCo** would draft a letter to HWC noting the above and their concerns in how this matter was dealt with; and to respond to Chris Murphy separately attaching the letter sent to HWC.
- ExCo further noted with concern the involvement of the same member, who is an APHP accredited member as well, in other altercations at HWC.

6.2 AGM

- ExCo noted the save the date email MK forwarded to the membership advising of 27th May AGM date.
- JL noted that 2021 is an election year for a new Executive Committee and instructed **MK** to forward the membership an updated nomination form and extract of APHP's Constitution advising on the Executive Committee of the Association and election of accredited APHP members to this committee.
- **JL** agreed to forward her draft of the Chairperson's report to ExCo for their respective inputs by Friday, 23rd April; members are to then incorporate their inputs on their respective portfolios by Friday, 30th April.
- **LvR** agreed to:

- forward the 2020-2021 financial statement detailing APHP's income and expenditure to Craig Whittle Accountants in order for him to draft APHP's Annual Financial Statements.
 - draft the Treasury report and proposed budget for the new financial year, 2021-2022, including considering and advising on the probability of increasing membership fees.
- **ExCo** members also agreed to start brainstorming ideas for the 2021-2022 membership certificates watermark, as membership certificates are to be sent to the members immediately and only upon receipt of membership fees; ExCo noting the 1 June as the day on which the membership receives the invoice for membership fees.

6.3 Transformation towards a just heritage practice

- **EB** agreed to have a look through the written feedback Maurietta Stewart and Deirdre Prins Solani made so far for the minimum standards for social assessments in order to inform a draft social impact assessment guidelines document, and to from there, start working on a proposed draft this week, in order for it to be ready by 6th May.

6.4 Development of a Cultural Landscape Guidelines document

- EB informed ExCo that since the team's last meeting held on 24th March, not much has been forthcoming via email other than team member's inability to make another team meet.
- It was noted that in the EIA guidelines, provision is made for a social impact assessment (SIA), however JL pointed out that the SIA in the NEMA process would not necessarily ask the same questions pertinent to heritage in terms of how the development will affect the cultural fabric of a community and its impacts on community integrity.
- UR informed ExCo of a set of published international guidelines regarding the above that she found most valuable and that could possibly assist in developing a framework; **UR** agreed to share this document with ExCo.
- ExCo also noted the work fellow colleague and APHP accredited member, Bridget O'Donoghue's husband, Tony has done in terms of SIAs within EIAs.
- It was agreed, should ExCo find it suitable, to review the work Tony has done rather than reinvent the wheel.

6.5 Heritage process flow diagrams for standardised application templates and CPD opportunity

- JL noted and thanked GM for the flow diagram he sent to ExCo via the WhatsApp chat.
- It was agreed to defer this matter till after the AGM in May, noting that **JL** and **LvR** still have to submit their flow diagrams.

6.6 Interaction with Heritage Authorities/Institutions

- JL thanked UR for drafting and forwarding the APHP and HWC meeting minutes of 19th February to ExCo.
- **ExCo** agreed to review the minutes and provide comments via email; **JL** would then send it to HWC for their review and request for another meet.
- JL informed ExCo that she had not contacted SAHRA yet for another meet, but will do so in all likelihood, only sometime after the AGM in May.
- UR reported that she sent Dimitri Georgeades the list of agenda items as proposed by the membership and that he, by way of report back tried to eliminate some items from the agenda and requested additional information from her; UR noted however, that she

reaffirmed the need to leave the noted items on the agenda for further discussion at the meet and attached the document he requested citing she received permission to do so from its author/s.

- It was noted that the meeting would take place on 3rd May and that **UR**, **JL** and **CA** would attend; **JL** accepting the proposal for her to chair proceedings.
- It was noted that there was nothing further to report, the status quo of meeting requests with the Gauteng PHRA remains unanswered.
- GM reported that he will make a final attempt in his efforts to contact ECPHRA for a meeting and then email MK a report back for her to circulate to ExCo.

6.7 Plagiarism and Copyright on Heritage reports

- It was agreed to leave this matter on the agenda as a standing item and as something for the new Executive Committee to take further.

6.8 APHP Event – Wupperthal Case Study

- It was noted that the follow up presentation on Wupperthal, titled, Wupperthal – the other side of the road, would take place on 21st April and presented by John Wilson Harris, Trevor Thorold and Laura Milandri.
- It was agreed that **LvR** would chair proceedings and that **JL** would act as host.

6.9 Accreditation Matters

- LvR informed ExCo that Christian Schoeman had subsequently forwarded some of his heritage reports for review, of which she had since forwarded to ExCo for review; she noted that Acc Comm had since reviewed all the reports he forwarded and agreed that it does not meet the required standard needed for an accredited member of APHP and that perhaps candidate membership should be offered to him.
- ExCo agreed to review the reports and provide inputs.
- LvR noted and confirmed with MK that Almo Pretorius had not forwarded copies of requested reports since.

7. Other Matters

7.1 APHP Public Statement on Cape Town Fire

- ExCo noted with devastation the loss of invaluable heritage resources and agreed that APHP would make a public statement sharing our grief and offer of assistance.
- **EB** agreed to draft the public statement on behalf of APHP and to forward it to ExCo for review and input.
- ExCo noted the restoration fund set up by the Cape Town Heritage Trust and agreed to include it in the statement encouraging offers of financial assistance to be directed to this fund.
- **MK** was tasked to upload the statement to the website in order for **EB** to share a link thereof on APHP's Facebook page.

7.2 Collaboration between APHP and ClfA

- ExCo noted the similarity of concerns raised both by APHP and ClfA on heritage issues and asked **UR** and **LvR** to investigate the possibility of collaboration.

8. Date of Next Meeting

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

9. Closure

- The meeting closed at 13.20