

## **MINUTES OF THE EXECUTIVE COMMITTEE MEETING HELD ON 18 MARCH 2019**

at 12:30 at 75 Morningside Road, Sunrise Circle, Ndabeni, Maitland

**PRESENT:** Emmylou Bailey (EB), Jenna Lavin (JL), Ursula Rigby (UR), and Mike Scurr (MS)

**APOLOGIES:** Louise van Riet (LvR), Melanie Attwell (MA) and Stefan de Kock (SdK)

**Secretary:** Muneerah Karriem (MK)

### **1. Opening and welcome**

JL welcomed ExCo members.

### **2. Attendance**

Recorded as per minutes.

### **3. Apologies**

LvR, MA and SdK tendered apologies.

### **4. Approval of Agenda**

It was agreed to approve the Agenda subject to:

- the addition of the following sub headings under 6.1:
  - international swift banking code request by Vanessa Ruhlig and,
  - conference attendance fee query for Maurietta's co-presenter, Jared Rossouw,
- the correction to item 6.6, sub heading should read "replacement for Nicholas Baumann" not Nicholas Wiltshire.
- the addition of registration of APHP members on the Western Cape Supplier Database as 7.2

### **5. Approval of previous minutes**

The minutes of previous meeting held on 25 February was approved.

### **6. Matters to be addressed**

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

- (1) Conference 2019 (2) Professionalisation and Establishment of branches in other Provinces (3) Interaction with Authorities (4) Website (5) APHP Infographic and Logo (6) Revisions to Ethical guidelines and disciplinary process and code of conduct (7) Breakdown and Fee scales of HIAs and NIDs (8) Accreditation Matters (9) AGM

## 6.1 Conference 2019

- It was agreed that **LvR**, in her capacity as Treasurer of APHP, would liaise with Vanessa Ruhlig regarding the international swift banking codes.
- ExCo agreed to allow Jared Rossouw to attend the Conference for free; **EB** was tasked to inform Maurietta accordingly.
- ExCo agreed to an after conference supper for conference attendees on Friday, 5 April; **EB** was tasked to draft a letter to be sent to the membership and current registered conference attendees informing them of the proposed supper and that it will be for each attendee's own cost.
- JL informed ExCo that Richard Summers confirmed his attendance to discuss the Anson Square Judgement matter on Sunday, 7 April as well as Mxolisi Dlamuka who confirmed that an HWC representative would be present on the day.
- JL further informed that the conference programme was now full and finalised and just needed conference chairs to be assigned to each session.
- It was agreed that **EB** would assign conference chairs for each session starting with conference working committee members and if needs be, ExCo members.
- **MK** was tasked to send an email reminder to the membership that conference registrations would close on Monday, 25 March.
- EB informed ExCo that Quahnita Samie would finalise the catering today and that she still awaits confirmation from Prof Shaheed Vawda and Zaheera Asmal regarding them being the keynote speakers at the conference.

## 6.2 Professionalisation and Establishment of branches in other Provinces

- JL informed ExCo that Alex Andreou had still not set up the meeting with fellow Gauteng based APHP members.
- MS informed ExCo that he would be in Gauteng on 19 March and would contact Alex for a face to face meet to discuss the process of establishing an APHP branch over there as well as suggest APHP Gauteng based members have a get together under the APHP banner be it formal or informal, as long as it's done before the AGM in May.
- **MS** agreed to propose in his meeting with Alex that the new Executive Committee for 2019/2020 has a member from and based in Gauteng.
- It was noted that JL sent ExCo EPASA's accreditation guidelines document and contacted Richard Hill again regarding a slot for APHP on EPASA's Agenda at their next council meeting.
- ExCo discussed EPASA's accreditation process and how APHP's could possibly align.
- It was agreed that the new ExCo would pursue the new process of accreditation as done by and under EPASA.

## 6.3 Interaction with Authorities

- UR provided feedback on the 1 November 2018 meeting with the COCT.
- **UR** agreed to forward the minutes of the 1 November 2018 meeting to the COCT for approval and thereafter to the APHP membership.
- It was agreed that **UR** or **JL** would draft the email to be sent to the membership with attached 1 November 2018 minutes, gauging with assurances of anonymity, what the issues, concerns and problems members face with the COCT regarding heritage applications.
- **MK** was tasked to email HWC's CEO and officials in attendance at the 25 January 2019 meeting with APHP, to approve and/or correct the minutes by Friday, 22 March, failing which, the minutes would be accepted as approved.
- **MK** was tasked to forward the approved minutes to the membership thereafter as well as post it to the website.
- It was noted that MA reworded the letter to be sent to the Secretariat at DEA&DP and others in attendance at the PPDF meeting; **MK** was tasked to email the letter as advised.

## 6.4 Website

- ExCo noted the submitted quote from Nicholas Wiltshire for the revamp of APHP's website.
- JL informed that the quote encompassed the revamp, the removal of the backend (CIVICRM) of the website, which was not used being anyway; keeping the front end static and using the website like a blog with links to Facebook.
- ExCo agreed to accept the quote and that Nicholas Wiltshire provides ExCo with a timeline of the website's update as well as any information needed to facilitate its update.

## 6.5 APHP Infographic and Logo

- **EB** informed ExCo that the proposed logo with changes was in its design phase and that her friend, Zia was finalising the design.

## 6.6 Revisions to the Ethical guidelines and disciplinary process and code of conduct

- It was agreed that **LvR** would email Acc Comm informing them that the ethical guidelines process document still needs to be updated; Nicholas Baumann has unfortunately been unable to due to work commitments and if anyone else on the Committee could assist.

## 6.7 Breakdown and Fee Scales of HIAs and NIDs

- ExCo noted the email request by Bruce Eitzen regarding a breakdown and fee scale for HIAs and NIDs.
- ExCo agreed that because APHP does not have the legal basis to determine a fee scale until its formalised, they cannot dictate to any heritage practitioner what he/she may or may not charge for the aforementioned reports.
- It was agreed that **JL** would draft an email informing Bruce Eitzen of the above.

## 6.8 Accreditation Matters

- ExCo noted the accredited membership application from current Candidate member, Engela White and that it was still with the Accreditation Committee for processing.

## 6.9 AGM

- It agreed that **EB** and **UR** would provide JL with a paragraph to include in the Chairperson's Report on:
  - APHP events and social initiative - **EB**
  - Engagement with Authorities – **UR**
- **MS** agreed to assist JL with reporting on matters relating to professionalisation.
- It was noted that **LvR** would draft the Treasurer's Report.
- ExCo agreed that all drafts be ready for review at the next ExCo meeting to be held on 29 April.

## 7. Other Matters

### 7.1 Restoration at Wuppertal

- It was agreed that **MK** send the letter EB drafted regarding APHP's offer of assistance to John Wilson Harris and Henk Lourens of CIFA and to Ameerah, the Secretary to the CEO of HWC, addressed to the HWC Council.

## 7.2 Registration of APHP Members on Western Cape Supplier Database

- It was agreed that **JL** would draft an email informing the membership of 3 databases as well as the links thereof that members can use to tender for work; namely:
- Western Cape Supplier database
- Central Suppliers database
- City of Cape Town database

## 8. Date of Next Meeting

- It was noted that the next meeting will be held on **Monday, 29 April**, venue still to be determined.

## 9. Closure

- The meeting closed at 14.13.