

1.	<b>Present:</b> William Martinson (WM), Jonathan Stone (JS), David Gibbs (DG), Elwyn Harlech-Jones (EHJ), Yasmin Mayat (YM), Quahnita Samie (QS), Bruce Eitzen (BE) Ex-Officio: Richard Hill (RH) Secretary: Grace Martinson (GVM)	Action
2.	<b>Apologies:</b> Ex-Officio: Gavin McLachlan (GM)	
3.	<b>Opening and welcome</b> WM welcomed all present.	
4.	<b>Approval of the minutes</b> of the previous meetings: <ul style="list-style-type: none"> <li>- 04 July 2024</li> <li>- Minutes approved: Proposed: JS, Seconded: BE</li> </ul>	
5.	<b>Matters arising</b> from the minutes of the previous meeting <ul style="list-style-type: none"> <li>- Noted as per portfolios on the agenda.</li> </ul>	
6.	<b>Professionalisation (EHJ/GM/RH)</b> <ul style="list-style-type: none"> <li>• EHJ noted that a letter was sent to SAHRA on 10th July 2024 and a reply received from Luyanda Mpahlwa (the Chairperson SAHRA) on the same day, stating that, "On a cursory look, the meeting is required and urgent to address some of the challenges and organisation like SAHRA is facing on professionalisation in the heritage sector..." but nothing further has transpired.</li> <li>• RH confirmed with WM that there has been no further communication received.</li> <li>• QS provided feedback that she has not had an in-person meeting with Ben Mwaswinga, only a brief telephonic discussion where Ben said that they are finding a time for the meeting between APHP and the newly established internal committee for professionalisation (headed up by Natasha Higgitt and Lesa as the Policy and Skills Development Specialist). QS noted their positive intentions and will continue to communicate with Ben in order to set up a meeting date.</li> <li>• EHJ suggested a further letter thanking Ben Maswinga and proposing a few dates to meet. Supported by QS. RH will prepare the letter.</li> </ul>	RH, QS
7.	<b>Transformation - QS</b> <ul style="list-style-type: none"> <li>• QS thanked RH for the Transformation document from EAPASA and will continue working on the Transformation Policy and strategy for APHP.</li> <li>• QS spoke about the seminar to be held on 14th of August 2024 by SAPI Western Cape Heritage Seminar and the importance of APHP members and especially ExCo members attending the seminar as Ben Maswinga will be speaking and transformation will be high on the agenda. The invitation to the seminar will be shared with all APHP members.</li> <li>• JS thanked QS for moving ahead with this as APHP has been in somewhat of a stasis on this topic.</li> <li>• DG noted that similar problems in transformation exist in Landscape Architecture, where it's often been a specialisation (previously it was a postgrad and only recently an undergraduate degree) and similarly with heritage practice, which means it's quite difficult to reach a younger generation. One has to start infiltrating heritage and heritage practice</li> </ul>	QS  GM

	<p>into the younger generation. Because it's post-professional specialisation, it's difficult to inculcate into younger generations and plant diversification seeds.</p> <ul style="list-style-type: none"> <li>• QS gave an example of heritage being brought into scholars at schools. Explaining that she is currently working on a project to declare nine schools heritage sites; the students prepared the dossiers themselves - in order to get students interested in heritage. Unfortunately there was no support from HWC or WC Education Dept. This type of grassroots intervention does not cost much but does take personpower. If anyone was interested in running something similar, QS was happy to share information.</li> <li>• DG suggested a membership category for student members/family members that could lead them into a profession like this.</li> </ul>																																																																																																																															
8.	<p><b>Finances - WM</b></p> <ul style="list-style-type: none"> <li>• WM presented the Trial Balance, showing a bank balance of R88 423.00 as at 25 July 2024.</li> <li>• WM noted that the Accounts Receivables was R27 174.00 (31 membership fees outstanding) and that statement reminders would be sent out at month-end.</li> <li>• WM updated the ExCo regarding a query from Emmylou Bailey regarding the possibility of reducing membership fees. WM had responded that the fees have been kept the same in order to cover the cost of professionalisation as this continued to be pursued.</li> </ul> <p><b>Trial Balance</b></p> <p><b>APHP</b>  <b>As at 25 July 2024</b></p> <table border="1"> <thead> <tr> <th>ACCOUNT CODE</th> <th>ACCOUNT</th> <th>ACCOUNT TYPE</th> <th>DEBIT - YEAR TO DATE</th> <th>CREDIT - YEAR TO DATE</th> <th>31 MAR 2024</th> </tr> </thead> <tbody> <tr> <td>200</td> <td>Revenue_Member_Professional</td> <td>Revenue</td> <td></td> <td>97,138.13</td> <td>(78,730.75)</td> </tr> <tr> <td>220</td> <td>Revenue_Member_Candidate</td> <td>Revenue</td> <td></td> <td>-</td> <td>(10,320.00)</td> </tr> <tr> <td>230</td> <td>Revenue_Member_Associate</td> <td>Revenue</td> <td></td> <td>4,320.00</td> <td>(3,800.00)</td> </tr> <tr> <td>250</td> <td>Revenue_Application</td> <td>Revenue</td> <td></td> <td>1,000.00</td> <td>(3,400.00)</td> </tr> <tr> <td>251</td> <td>Revenue-Other</td> <td>Revenue</td> <td></td> <td>-</td> <td>(1,930.00)</td> </tr> <tr> <td>270</td> <td>Interest Income</td> <td>Revenue</td> <td></td> <td>60.76</td> <td>(276.09)</td> </tr> <tr> <td>310</td> <td>Expenses-Other (revenue)</td> <td>Direct Costs</td> <td>-</td> <td></td> <td>2,295.00</td> </tr> <tr> <td>404</td> <td>Bank Fees</td> <td>Expense</td> <td>8.50</td> <td></td> <td>323.40</td> </tr> <tr> <td>412</td> <td>Consulting &amp; Accounting</td> <td>Expense</td> <td>-</td> <td></td> <td>3,197.00</td> </tr> <tr> <td>413</td> <td>Consulting - Professionalisation</td> <td>Expense</td> <td>8,100.00</td> <td></td> <td>24,600.00</td> </tr> <tr> <td>453</td> <td>Website Expense</td> <td>Expense</td> <td>-</td> <td></td> <td>660.00</td> </tr> <tr> <td>477</td> <td>Secretary_Admin &amp; Bookkeeping</td> <td>Expense</td> <td>16,562.49</td> <td></td> <td>63,672.11</td> </tr> <tr> <td>489</td> <td>Telephone &amp; Internet &amp; Zoom</td> <td>Expense</td> <td>3,585.04</td> <td></td> <td>3,270.00</td> </tr> <tr> <td></td> <td>APHP Standard Bank 73573779</td> <td>Bank</td> <td>88,423.14</td> <td></td> <td>47,892.11</td> </tr> <tr> <td>610</td> <td>Accounts Receivable</td> <td>Current Asset</td> <td>27,174.00</td> <td></td> <td>(3.00)</td> </tr> <tr> <td>800</td> <td>Accounts Payable</td> <td>Current Liability</td> <td></td> <td>-</td> <td>(5,520.83)</td> </tr> <tr> <td>850</td> <td>Suspense</td> <td>Current Liability</td> <td>100.00</td> <td></td> <td>-</td> </tr> <tr> <td>880</td> <td>Revenue_Received in Advance</td> <td>Current Liability</td> <td></td> <td>83.00</td> <td>(1,017.00)</td> </tr> <tr> <td>960</td> <td>Retained Earnings</td> <td>Equity</td> <td></td> <td>41,351.28</td> <td>(40,911.95)</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td></td> <td><b>143,953.17</b></td> <td><b>143,953.17</b></td> <td><b>-</b></td> </tr> </tbody> </table>	ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE	DEBIT - YEAR TO DATE	CREDIT - YEAR TO DATE	31 MAR 2024	200	Revenue_Member_Professional	Revenue		97,138.13	(78,730.75)	220	Revenue_Member_Candidate	Revenue		-	(10,320.00)	230	Revenue_Member_Associate	Revenue		4,320.00	(3,800.00)	250	Revenue_Application	Revenue		1,000.00	(3,400.00)	251	Revenue-Other	Revenue		-	(1,930.00)	270	Interest Income	Revenue		60.76	(276.09)	310	Expenses-Other (revenue)	Direct Costs	-		2,295.00	404	Bank Fees	Expense	8.50		323.40	412	Consulting & Accounting	Expense	-		3,197.00	413	Consulting - Professionalisation	Expense	8,100.00		24,600.00	453	Website Expense	Expense	-		660.00	477	Secretary_Admin & Bookkeeping	Expense	16,562.49		63,672.11	489	Telephone & Internet & Zoom	Expense	3,585.04		3,270.00		APHP Standard Bank 73573779	Bank	88,423.14		47,892.11	610	Accounts Receivable	Current Asset	27,174.00		(3.00)	800	Accounts Payable	Current Liability		-	(5,520.83)	850	Suspense	Current Liability	100.00		-	880	Revenue_Received in Advance	Current Liability		83.00	(1,017.00)	960	Retained Earnings	Equity		41,351.28	(40,911.95)	<b>Total</b>			<b>143,953.17</b>	<b>143,953.17</b>	<b>-</b>	
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12.	<p><b>Date of next meeting:</b> Thursday 29 August 2024 @ 16h00.</p>	
13.	<p><b>Closure</b> The meeting closed at 17h19</p>	