

## MINUTES OF BIDP COUNCIL MEETING NO. 2 2009/2010

Held at BIDP Shop, Plot 915, Gaborone, on 1<sup>st</sup> December, 2009 at 6pm.

2.1	Attendance		Phone
2.1.1	Present:	Andreas Groth President	392 3462
		D Young Secretary	397 1181
		Gerrit Vlug Treasurer	533 7249
		B Hyde Member	392 7764
		D Nyekele Vice President	392 3159
		Edward Mazhani	
2.1.2	Apologise:	U Soderstrom Member	391 2173
		Sithabile Mathe Member	392 7764
2.1.3	Absent:	E Dondofema Member	390 1128
		L Hutchings Member	391 1025
		S Ngwato Member	318 1581

## 2.2 PREVIOUS COUNCIL MEETING

- 2.2.1 The minutes of the previous council meeting were agreed to be a true record by those then present, except item 1.9.1 which should read "Quote for subcontract: Need to make clear BIDP has copyright and will sell for BIDP benefit; so best is for no charge to subcontractors organisation." To avoid conflict of interest, BIDP will pay G Vlug for drafting the document.

## 2.3 ACTIVITIES AND FUNCTIONS:

### 2.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.3.3 Sponsoring of Architectural prize should target all students from local colleges and abroad. All members should come up with ideas in terms of Advertising the competition and which colleges and universities to target. #7  
Work in development professions: Motswana anywhere, Botswana Presidents.  
All: framework is on web site. Design exercise  
Integrated design. Open, but needs to get to be implemented.  
Email: committee ideas. ET/ALL  
B Hyde proposal discussed at meeting and agreed in principle. B Hyde to provide more details on how the proposal could be implemented. BH
- 8.3.2 Visit to SADC Building: or January 2010?. ET  
ET to follow up. CPM architects: Stock & Stocks ET  
Possible follow up at Airport Project.  
"CBD" area  
"High Court]" contact person no longer at DBES.  
Otse water recycling at Camphill: A Groth: possible mid February.  
Camphill would be happy to have BIDP, there and we will have to pay for our breakfast.  
Masa Twin Towers – Arctez (Dennis will talk to them: will arrange for visit to be late January 2010: evening). DN  
Follow up for the Airport Project. (April)

## **2.4 TREASURER'S REPORT**

### **2.4.1 MATTERS ARISING FROM PREVIOUS MINUTES**

#### **2.4.2 Invoices:**

#### **2.4.3 Overdrawn: agree security with Bank using our fixed deposit.**

7.4.2 Letters of reminder have been sent to members who have arrears.  
Invoices for subscriptions have also been sent out to all members  
Not all invoices seem to have gone out yet.

ET

B Hyde has not received.

Address corrected.

S M has not received.

G Vlug will talk to Ellen.

GV

7.4.3 Proposal to purchase a fixed property for BIDP to be looked into.  
GV has spoken to BIArb. treasurer.

Possibility of pooling resources with other professional institutions.

Pooling resources: G Vlug advises arbitrators.

Gaborone dam

Check Gaborone City Council for availability of plots Block7/8.

Buying a building is not feasible at this stage.

2.4.4 G Vlug stated that he had requested sweeping, but Bank has not done that and they are charging for P100.00 every overdrawn cheque.

P85,000.00 in investment account

P4,500.00 overdrawn.

## **2.5 MEMBERSHIP**

2.5.1 F Beny application approved: Certificate signed: to be issued.

2.5.1 New application received from P M Shimunza has been approved: to send a letter.

ET

## **2.6 CORRESPONDENCE**

8.6.1 Three Quotations were received for improving our website.

All the companies who quoted should be invited to present at the next council meeting. Presentation was done.

Do brief, then talk to D Young and see if he can do the website to equivalent.

## **2.7 PUBLICATIONS/NEWS LETTER**

### **2.7.1 MATTERS ARISING FROM PREVIOUS MINUTES**

7.7.2 Members have shown interest in Rammed Earth Construction.

Pending S Mathe website to be refreshed.

SM

7.7.3 David Young will install BIDP electronic forms on website so that users will be able to use the forms online after paying.

DY

7.8.2 Paper for printing Minor Works form of contract.

ET should try and photocopy the available paper and see if it cannot be photocopied.

D Young to test and decide. Could also print grey and see what it costs to print grey. #1

Still to be done.

DY

1.9.1 Quote for subcontract: Need to make clear BIDP has copyright and will sell for BIDP benefit; so best is for no charge to subcontractors organisation.  
Discuss programme at 10<sup>th</sup> November and advice council. Propose circular for council meeting pre 2<sup>nd</sup> December, 2009. (advise a week before) BIDP will pay G Vlug. #1

To be paid for by BIDP to avoid conflict of interest.

Terms and conditions of firm.

1.9.2 Draft will be issued mid-end de09. Max one week for response. #1

Impossible, G Vlug suggest to do new one based on FIDIC.

G Vlug to do note to committee.

GV

- 1.9.3 Ask Lyamuya to be co-opted: if agreeable. #1  
D Young to remind Ellen DY/ET
- 1.9.4 Generally work out 6 months meeting schedule: B Hyde 26ja10 then: B Hyde will work out. #1

- 7.7.4 **BUILDING REGULATIONS FOR BOTSWANA**  
The documented drafted by the Attorney General Chambers was presented. Document needs reviewing.

## 2.8 PUBLIC RELATIONS

### 2.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 2.8.2 Matters arising from special meeting of Publications Review Committee.
- 2.8.3 Council: tendering advice.
- 2.8.3.1 Ask members whether they can give tendering or other advice in forms of use to small contractors/subcontractors. DY/ET
- 2.8.3.2 Certification is not part of basic advice.
- 2.8.3.3 A Groth thinks needs illustration to be BOTA organised: not for BIDP. Positive response: we do nothing.
- 2.8.3.4 Possibly BIDP can assist training organisations.
- 2.8.3.5 S Mathe considers:
1. Be able to advise of existing courses.
  2. Offer information for those who would like some background in short time course and modest cost courses.  
Ask members whether they would like to assist. Positive response.
  3. Same for control quality topic.
  4. Similar: inform contractors.  
Possibly communicate with citizen contractors organisations.
  5. Guide lines for tenders: Publications Review Committee.

## 2.9 ANY OTHER BUSINESS

### 2.10 NEXT MEETING

- 2.10.1 The next council meeting will be held on Tuesday, 19<sup>th</sup> January, 2010 at 6:00pm at Plot 915, Gaborone, BIDP shop.

Minutes approved:

	President		Secretary
		Fax	Email
Cc:	Andreas Groth - President	392 3632	agas@info.bw
	D Nyekete - Vice President	392 3159	nyekete@bbi.co.b
	Gerrit Vlug - Treasurer	533 7249	vlug@mega.bw
	D Young - Secretary	397 1181	ya@yabw.net
	Sithabile Mathe	392 7764	moralo@broadpark.no
	B Hyde	392 7764	bernardhyde@btinternet.co
	E Dondofema	390 1127	dondofe@hotmail.co
	S Ngwato	3182377	sngwato@gmail.co
	L Hutchings	318 2016	randyb@gbs.co.bw
	U Soderstrom	397 4465	ulf@mega.b
	File		

## BIDP

### Presentation done by Rekal Mutusi from Merlin Wilson on 1de09:

He has Looked at existing; could make more attractive

Add colour: make it more user friendly.  
Since website existing; will only need to improve on it.  
Can accommodated newsletter  
Main concern; look; make it user friendly.  
Could minimise costs, if regular updates can be done in house.  
Make easier for far away  
Bulawayo Polytechnic  
Paying on line; not sure if Botswana Banks have facility.  
Animations; Depends on client/organisation for BIDP will not be links not a problem.  
Web Development price ok.  
Maintenance price high.  
Could be quarterly.  
Could negotiate the price.  
Could teach us how to do it ourselves will quote for training  
Have tax clearance.  
Two weeks to develop

- He stated that he has looked at the existing website, and he could make it more attractive by:
  - adding colour
  - making it more interactive and user friendly.
- Since the website already exists, he will only need to improve on it.
- He could accommodate a regular newsletter on the website.
- Main concern is the look of the website.
- He could do animations, depending on the client/organisation's needs. However these could take up a lot of memory and make the website slower.
- Could link to other website (e.g. Members, clients etc)
- Could post adverts on the website.
- Paying online; not sure of Botswana banks have the facility. He could check, and if they have it he will be able to do that.
- A Groth noted that the web development price is ok however, the maintenance cost is high.
- Options for reducing cost:
  - Updates be done less regularly (say quarterly)
  - The price could be negotiated.
- He could teach BIDP how to do the updates themselves; He will quote for training/teaching.
- Tax clearance: He stated that he has tax clearance.
- Time frame: It would take him 2 weeks.

