

## MINUTES OF BIDP COUNCIL MEETING NO. 4 2009/2010

Held at BIDP Shop, Plot 915, Gaborone, on 30<sup>th</sup> March,, 2010 at 6pm.

4.1	Attendance		Phone
4.1.1	Present:	Andreas Groth	President 392 3462
		Gerrit Vlug	Treasurer 533 7249
		B Hyde	Member 392 7764
		D Young	Secretary 397 1181
		U Soderstrom	Member 391 2173
		L Hutchings	Member 391 1025
		S Mathe	Member
4.1.2	Apologies:	E Dondofema	Member 390 1128
		S Ngwato	Member 318 1581
4.1.3	Absent:	D Nyekele	Vice President 392 3159

## 4.2 PREVIOUS COUNCIL MEETING

- 4.2.1 The minutes of the previous council meeting were agreed to be a true record by those then present. Proposed by U Soderstrom and seconded by B Hyde.

## 4.3 ACTIVITIES AND FUNCTIONS:

### 4.3.1 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.  
B Hyde presented his proposal (copy attached). #3  
Proposal sent to council members on 15fe10 for comments; ALL  
'Innovative ideas' competition. Need 'implementation plan': B Hyde  
programme dates by next meeting approx. BH
- 8.3.2 Visit to SADC Building:  
ET to follow up. CPM architects: Stock & Stocks ET  
Possible follow up at Airport Project. #3 ET  
ET Mazhani to ask D Young name and contacts of Project Manager for Airport project. #3  
Project Manager: Mr Skelton, phone 3952557.  
"CBD" area RDC properties: Mosa Gianni Manis Masa Twin Towers –  
Arctez (Dennis will talk to them: will arrange for visit. ET  
"High Court" contact person no longer at DBES. #3 ET  
Find out who is contact person.  
Otse water recycling at Camphill: possible mid March.  
Camphill would be happy to have BIDP there and we will have to pay for our breakfast. #3  
Saturday, 17<sup>th</sup> April at 8am: CPP attendance certificates. Talk. ET

#### **4.4 TREASURER'S REPORT**

##### **4.4.1 MATTERS ARISING FROM PREVIOUS MINUTES**

##### **4.4.2 Invoices:**

- 7.4.2 Follow up all members who have not paid subscriptions.  
Invoices for subscriptions have also been sent out to all members  
Not all invoices seem to have gone out yet.  
B Hyde has not received.  
ET Sent by email on 25ja10: cc G Vlug  
S M has not received.  
ET Sent by email on 25ja10: cc G Vlug  
A Groth has not received invoice (neither has DY)  
Copy unpaid list to council members.
- 7.4.3 Proposal to purchase a fixed property for BIDP to be looked into.  
Possibility of pooling resources with other professional institutions.  
Block 10 plots have been advertised. S Mathe will get the forms for BIDP to apply. #3  
All gone: Checking Government Gazette for new adverts.
- 4.4.3 G Vlug will sent current report by email.
- 4.4.4 Duplicate certificate: charge P25.00 in future.

ET/GV  
ET

SM  
GV

GV/ET

#### **4.5 MEMBERSHIP**

- 3.5.2 S D Sichombo: Certificate has been issued.
- 4.5.1 K MacGarry duplicate certificate signed.
- 4.5.2 Received new application from C B Ajuba. Circulate to council.

ET

#### **4.6 CORRESPONDENCE**

- 4.6.1 New application received from C B Ajuba.

#### **4.7 PUBLICATIONS/NEWS LETTER**

##### **4.7.1 MATTERS ARISING FROM PREVIOUS MINUTES**

- 7.7.2 Members have shown interest in Rammed Earth Construction.#2  
The rammed Earth Construction specialist is planning to come mid April. A Groth to find a possible site to build a sample wall.#3  
No rammed earth: the person was here briefly: A Groth should still find a site.
- 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.#3  
Not done: work done on certificate.
- 7.8.2 Paper for printing:  
'Copy' text appears on copy: like watermark. Check cost.
- 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." To avoid conflict of interest, BIDP will pay G Vlug for drafting the document.  
President to write letters to G Vlug and D Young clarifying payment arrangements. #3  
Not done: D Young proposed that BIDP should bill subcontractors association for D Williams work on the subcontract: voted for 1 against 5: abstain 1.  
G Vlug noted that if he charged on his normal time basis, his work on the subcontract so far would come to P35,000. The actual cost to BIDP looks like approx P20,000;  
P12,000 to G Vlug; P4,800 to D Williams; P2200 to D Young.  
Target cost might be P200/copy.  
Might be marketed through professional organisations.
- 1.9.2 FIDIC Subcontract: Revision 5 of the draft has been circulated. #3

AG

DY

ET

AG

	It is currently with D Williams.	ET
1.9.3	Ask Lyamuya to be co-opted: if agreeable. #1 ETM to talk to P Lyamuya.#3 P Lyamuya to council: G Vlug request a letter be sent from secretary: co-opt PL to council.	ET/DY
1.9.4	Generally work out 6 months meeting schedule: B Hyde to discuss dates with A Groth before circulating them.#2	BH/AG
7.7.4	<b>BUILDING REGULATIONS FOR BOTSWANA</b> Building Regulations review: Proposal sent in with AAB to Ministry of Infrastructure, Science Technology: time and requirements to review current proposals (full review)	
4.7.2	Ministry of Infrastructure, Science and Technology: MIST consultative meeting JA10: feedback and contact with building/construction sector. (HLCC) Conclusion: consultative committee: 1 member from each organisation sits on working group. 1 meeting so far: discussed urgent issue arising. S Mathe will circulate meeting minutes.	SM
<b>4.8</b>	<b>PUBLIC RELATIONS</b>	
4.8.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
2.8.2	Matters arising from special meeting of Publications Review Committee.	
2.8.3.1	Ask members whether they can give tendering or other advice in forms of use to small contractors/subcontractors. #3 Draft given to ET this morning.	ET
4.8.2	G Vlug notes that people are looking for contracts:	
4.8.2.1	Circular to Banks:	ET
4.8.2.2	Advertisement in newspaper.	ET
4.8.2.3	FNB might be interested: Head office: S Mathe may be able to assist. Formal letter: A Boiketuma at FNB properties.	ET
4.8.2.4	G Vlug volunteering. Importance of Professional Indemnity Insurance carried by supervisors.	
4.8.2.5	Possibly organise a 'working discussion': Insurance parties.	ET
<b>4.9</b>	<b>ANY OTHER BUSINESS</b>	
3.9.1	D Young proposal for website; proposal ok, but should: - No graphic designer was required when D Young was asked to quote. D Young would object straightly if new requirements arise. Noted that Drupal site has over 50 sample themes: Council to consider. - Difficulty of resolving what is wanted. - Time frame: 1-2 months - An indication of minimum total cost: P12,400	
3.9.2	B Hyde suggested that Clay brick manufacturers be requested to change their brick size from 222x106x76mm to 222x106x66mm. An explanation for the suggestion is attached.#3 Lobatse Clay Works positive. Need to get feedback: BIDP and other organisations.	ET
4.9.1	B Hyde: more training in Botswana attachments.	
4.9.1.1	B Hyde suggests this should be formal under Botswana Training Authority (BOTA), with professional providing paid services. There should be a formal course, and formal assessment by ie BIDP. 'Trainer's licence" would be required for these paid to offer the course.	

- 4.9.1.2 S Mathe mentioned UB/AAB committee: School of Architecture. Internship strategy for all students. RIBA format adapted.
- 4.9.1.3 TEC and BOTA together: need to liaise with BOTA.
- 4.9.1.4 'Quality factory' have offered to give a background talk: could be to a Council meeting. It was agreed to set up a special meeting: Make it for May, before Council meeting on 25my10 at 5pm.

ET

#### **4.10 NEXT MEETING**

- 4.10.1 The next council meeting will be held on Tuesday, 27<sup>th</sup> April, 2010 at 6:00pm at Plot 915, Gaborone, BIDP shop.

Minutes approved:

	President		Fax	Email	Secretary
Cc:	Andreas Groth - President		392 3632	agas@info.bw	
	D Nyekele - Vice President		392 3159	nyekele@bbi.co.b	
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	D Young - Secretary		397 1181	ya@yabw.net	
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	File				