

MINUTES OF BIDP COUNCIL MEETING NO. 5 2009/2010

Held at BIDP Shop, Plot 915, Gaborone, on 18th May, 2010 at 6pm.

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

5.2 PREVIOUS COUNCIL MEETING

- 5.2.1 The minutes of the previous council meeting were agreed to be a true record by those then present.

5.3 ACTIVITIES AND FUNCTIONS:

5.3.1 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;
'Innovative ideas' competition. Need 'implementation plan': B Hyde programme dates by next meeting approx.
Implementation plan circulated. Accommodate US comments:
Name:
Logo:
Rules
Stage 1: BH
- 8.3.2 Visit to SADC Building:
ET to follow up. CPM architects: Stock & Stocks
No notes of action by ET. ET/DY
Possible follow up at Airport Project. #3
Project Manager: Mr Skelton, phone 3952557. Has not responded. ET
"CBD" area RDC properties: Mosa Gianni Manis Masa Twin Towers – Arctez.
No notes of action by ET. ET/DY
"High Court" contact person no longer at DBES. #3
Find out who is contact person.
No notes of action by ET. ET/DY
Otse water recycling at Camphill:
Saturday, 17th April at 8am: CPD attendance certificates. Talk.
Done. But now we have the names for the certificates (handed to D Young) to do CPD attendance certificates. DY/ET

5.4 TREASURER'S REPORT

5.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

5.4.2 Invoices:

- 7.4.2 Follow up all members who have not paid subscriptions.
Copy unpaid list to council members. #4
Copied to council members.
Gentle reminders requested from council members to people they know. ET to make some check phone calls. ET
- 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. SM
Somebody needs to follow up ie plot adverts. Keep an eye open for newspaper adverts. GV
- 4.4.3 G Vlug will sent current report by email.
No report was received. GV
- 4.4.4 Duplicate certificate: charge P25.00 in future. #4
Put on BIDP regulation for discussion at council or AGM. ET

5.5 MEMBERSHIP

- 4.5.2 C B Ajuba application was accepted: to send a letter, and prepare certificate. ET

5.6 CORRESPONDENCE

- 5.6.1 S Mathe resignation received by email: send note of appreciation. DY
- 5.6.1.1 Council approves S Mathe continued involvement on Building Regulations. DY
- 5.6.1.2 Clarify whether S Mathe will continue on the High level Consultant Committee for BIDP. A Groth remains formal alternative. DY
- 5.6.2 BOCCIM: BIDP has received AGM minutes and agenda: possible for newsletter. ET/DY
- 5.6.2.1 A Groth should arrange attendance. Ask C Ajuba to represent BIDP. ET

5.7 PUBLICATIONS/NEWS LETTER

5.7.1 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.
Drop this as action
- 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
Still not done: work done on certificate. DY
- 7.8.2 Paper for printing:
'Copy' text appears on copy: like watermark. Check cost.
No report from ET. ET
- 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 AG
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; #2
P12,000 to G Vlug; P4,800 to D Williams; P2200 to D Young. #4

	Target cost might be P200/copy. #4	
	Might be marketed through professional organisations. #4	
	Publications Review Committee is still moving in progressing the document.	
1.9.2	FIDIC Subcontract: Revision 5 of the draft has been circulated. #3 It is currently with D Williams. #4	
	D Williams has been paid. Extra PRC meeting has been arranged.	
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. #3	
	Corresponded and P Lyamuya indicated he would assist.	
1.9.4	Generally work out 6 months meeting schedule: B Hyde to discuss dates with A Groth before circulating them. #2 Schedule still to be done.	BH/AG
7.7.4	BUILDING REGULATIONS FOR BOTSWANA	
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 the working group. 1 meeting so far: discussed urgent issue arising. S Mathe will circulate meeting minutes. #3 Still to do.	SM/ET/DY
5.8	PUBLIC RELATIONS	
5.8.1	<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. #4 Ask G Vlug to allow use of content in BIDP initiatives. Also talk about best documents. Labour only variant. Consider a quarterly seminar. Convene to be done by subcontractors association. Involve large/better contractors if possible for their input.	GV/ET
4.8.2	G Vlug notes that people are looking for contracts forms:	
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: B Tema at FNB properties.	ET
4.8.2.4	G Vlug volunteering. Importance of Professional Indemnity Insurance, with carried by insured supervisors.	
4.8.2.5	Possibly organise a 'working discussion': Insurance parties.	ET/DY
5.8.2	Need to discuss details of ET actions not done.	DY/ET
5.9	ANY OTHER BUSINESS	
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. #4 - Difficulty of resolving what is wanted. - Time frame: 1-2 months	

- An indication of minimum total cost: P12,400 #4
A Groth has looked at Drupal site. Has good potential propose #3 to let council decide. D Young to carry on: ready before AGM. DY
Renewal: move to Mega. See outback.com for an example of a site A Groth favours.
- 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: discuss with D Young. BH will write after ten days: up to next meeting to respond. ET/DY
- 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. #4
Done this evening: see 5.9.2 below.
- 5.9.1 Government non-payment: Step 1: request members to please advise whether BIDP should address this on their behalf: QoS. Developmental issues. + BOCCIM + High level consultative committee. ET/DY
- 5.9.2 Celia Ajuba contribution:
- 5.9.2.1 Student attachment: training: formalise and register with BOTA: meaningful to student, possible financial support to providers.
- 5.9.2.2 C Ajuba has met BOTA; complications of definition. BOTA and TEC (Tertiary Education Council) may soon merge. BOTA is in wide - ranging discussion to use its cash mountain. Would like to engage with BIDP, they say.
- 5.9.2.3 BOTA is basically oriented towards employees of companies.
- 5.9.2.4 Possibly BIDP could produce a document involving institutions, BOTA, BOCCIM and professional bodies for general discussion. Might ask for a policy to suit as a conclusion. BH
- 5.9.2.5 C Ajuba: will advise Kele at BOTA that BIDP will follow up: plan a breakfast for discussion. DY
- 5.10 NEXT MEETING**
- 5.10.1 The next council meeting will be held on Tuesday, 29th June, 2010 at 6:00pm at Plot 915, Gaborone, BIDP shop. ALL
- 5.10.2 Meeting schedule is:
Tuesday, 20th July, 2010
Tuesday, 31st August, 2010
Tuesday, 21st September, 2010
Tuesday, 26th October, 2010

Minutes approved:

	President		Secretary
Cc:	Andreas Groth - President	Fax	Email
	D Nyekele - Vice President	392 3632	agas@info.bw
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