



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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BIDP**

MINUTES OF BIDP COUNCIL MEETING NO. 2 2011/2012

Held at BIDP Shop, Plot 915, Gaborone, on 22nd November, 2011 at 6pm.

2.1	Attendance		Phone
2.1.1	President:	Evans Moje	President 310 5073
		Paul Lyamuya	Member 355 2107
		Kabelo Morake	Member 397 2002
		David Young	Member 397 1181
	Late:	Ndingililo Hobona	Secretary 71493357
2.1.2	Apologies:	Ontlametse Onneng	Treasurer 71739548
		Chiwala Maipambe	Member 395 1883
		Mutua Mutuku	Member 395 2882
3.1.3	Absent:	Paul Shimunza	Member 7147 7822
		Andreas Groth	Member 392 3462
		Edward Mazhani	Vice President 397 1181

ACT

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.
Proposed by P Lyamuya and seconded by D Young.

2.3 ACTIVITIES AND FUNCTIONS:

2.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 8.3.2 Visit to SADC Building:
Vice President will see if he can push for another visit. ETM
- 1.3.3 Symposium:
Next symposium:
January 2012: will rely on Council to give talks. ALL
- 1.8.3.1 Photographic Competition: Some word adjustments: EM
E Moje will discuss with A Groth, before next Council meeting.
Advertise in the paper to tell people about it.

	Champagne breakfast: Gaborone Game Reserve for a Social function before December: ND Hobona still to contact G Vlug.	NDH
1.3.2	CBD: Visit to High Court: ET to check who is consultant in charge: contact and ask to have a visit	ET ET
1.3.3	Future events: round table discussion with City Council or Fire Department: P Lyamuya will talk to Gaborone City Council:	PL
2.4	TREASURER'S REPORT	
2.4.1	MATTERS ARISING FROM PREVIOUS MINUTES	
1.4.3	Invoice from Mega internet has been paid.	
1.4.7	Formal meeting for outgoing treasure to new treasure still required.	OO/GV
1.4.7.1	New treasurer – still sorting out work situation: need written letter to employer.	
1.4.7.2	President stated letter will come before the end of this week to employer to inform of appointment.	EM
2.4.2	G Vlug handed cheque book to ET.	
2.5	MEMBERSHIP	
2.5.1	MATTERS ARISING FROM PREVIOUS MINUTES	
1.5.2.1	Membership certificates for the following new members signed at this meeting: B Gabosekegwe, S B Morobolo, O O Chibua, T Mogwe and M Sitali: to be issued.	ET
1.5.2.6	G Manis: academic certificates received and has been approved as ordinary member: send a letter.	ET
1.5.3	Ways of improvement of recruitment of new members. K Morake will try to push looking for new members in new year.	
1.4.4	Contracts: presentation or meeting with Banks. Try to follow up with banks. Banks may need ask for BoQ amongst others. Still non-formal contracts are accepted by banks. BIDP should push, says K Morake. Banks might stock contracts in house: E Moje suggests delegates (2) to approach banks ie Bank ABC (via contracts review committee). Contracts tailored for users. Alternatively give sample form for banks to suggest for new loans.	
1.4.5	Have a way of giving information to public. (marketing sub-committee) Refresh if appropriate. E Moje to confirm C Maipambe is on marketing: or look amongst Council members.	EM/CM
2.5.1	New application from T Modisagape has been approved as Ordinary member: send a letter.	ET
2.6	CORRESPONDENCE	
2.6.1	Received letter from ERB: forward to general membership. Get Executive secretary to follow up with phone calls. ET asked E Moje to talk to P Gilika: ET to make another attempt to get to him.	ET
2.7	PUBLICATIONS/NEWS LETTER	
2.7.1	MATTERS ARISING FROM PREVIOUS MINUTES	
7.7.3	BIDP electronic forms on website: 12 people managed to print eforms from website. Just have a demo at the moment. Ask council members for an opinion. K Morake proposes e certificates. Council would like to pursue this. AAB and IBQS to access BIDP eforms.: cost implications to be investigated: soft copies being pirated – demand is true. Kefilwe Makgetho to assisted on website. Discussion A Groth and D Young agreed to define.	

Get quotation and decide whether to implement.
 Not done already, we got a bill from K Makgetho – not consistent with discussion before.
 President has spoken to Kefilwe. Next week to make resolution regarding his invoice.

- Cost of secure payment has come down: Council will get a report from both K Makgetho and E Tshoganetso. EM
- 8.7.3 Newsletter: EM/CM
- 1.7.2.1 Get committee to decide if happy with the draft newsletter prepared.
- Labour Only Contract: to be useful within a couple of months. Propose an electronic variant of minor works. Also discussing insurance.

2.8 PUBLIC RELATIONS

2.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 6.6.1 Government non-payment:
 Keep talking to director DBES so he does not forget and write a letter. BOCCIM should be chased to talk to DBES.

2.9 ANY OTHER BUSINESS

- 2.9.1 Vice Chairman propose duration of meetings. 1h30 hours.
- 2.9.2 Secretary to see if format can not be compressed: reduce pages from 4 aim 2 pages. NDH
- 2.9.3 K Morake propose full participation: Year Planner – identify actions and people responsible.
 May call brains-storming session to be called one of 1st meetings.

2.10 NEXT MEETING

- 2.10.1 The next council meeting will be held on Tuesday, 24th January, 2012 at 6pm at plot 915, Gaborone, BIDP shop.
- 2.10.2 Schedule for next year Council meetings:
 Tuesday, 21st February, 2012
 Tuesday, 20th March, 2012
 Tuesday, 24th April, 2012
 Tuesday, 22nd May, 2012
 Tuesday, 19th June, 2012
 Tuesday, 24th July, 2012
 Tuesday, 21st August, 2012

The meeting was adjourned at 19h32

	President		Secretary
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	Ontlametse Onneng - Treasurer	74362259	mazhaniet@mopipi.ub.bw
	Ndingililo Hobona - Secretary	538 0603	o.onneng@gmail.com
	Gerrit Vlug	71493357	ndhobona@yahoo.com
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