

(A0kp)04  
BIDP

## MINUTES OF BIDP COUNCIL MEETING NO. 1 2010/2011

Held at BIDP Shop, Plot 915, Gaborone, on 28<sup>th</sup> October, 2010 at 6pm.

### 1.1 Attendance

			Phone
1.1.1	Present:	Andreas Groth	President 392 3462
		J Musuku	Vice President 397 2039
		D Young	Secretary 397 1181
		B Hyde	Member 392 7764
		E Moje1	Member 310 5073
		K Morake	Member 397 2002
		P Shimunza	Member 392 8450
		O Onneng	Member 262 2977
		M Mothei	New applicant

1.1.2 Apologies: G Vlug Treasurer 533 7249

### 1.2 PREVIOUS COUNCIL MEETING

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

### 1.3 ACTIVITIES AND FUNCTIONS:

#### 1.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.3.3 The BIDP prize should target all students from local colleges and abroad; Motswana anywhere and Botswana residents.  
The subject area is work in development:  
B Hyde presented his proposal (copy attached). #3  
'Innovative ideas' competition. Need 'implementation plan': B Hyde will give programme dates in the next few weeks.  
Implementation plan circulated. Accommodate U Soderstrom comments:  
Name:  
Logo:  
Rules  
Stage 1:
- 8.3.2 Visit to SADC Building: Check:  
Will be reminded on opening.  
Airport Project: Project Manager: Mr Skelton.  
Ok for March or April 2011.  
RDC properties: visit done.  
Certificates for CPD on building: prepared and to be issued.  
"High Court" No progress from DBES: D Mwezi
- 7.3.2 B Hyde suggests hosting talks similar to ie Arbitrators at Gaborone Sun.  
A Groth asked B Hyde: ready to talk
- 7.3.2.1 U Soderstrom (coming DBES director) might have a subject.  
ET to check

EM/BH

ET

ET

ET

ET

ET

- 7.3.2.2 B Hyde has topics to talk about: Thursday, 9<sup>th</sup> November, 2010:  
Subject: "Reducing Waste in the development process".  
{Maitisong / Golf Club possible central venues}.  
Tuesday, 23<sup>rd</sup> November 2010: Venue: (UB?) ET  
Snacks and drinks (Museum) Invite members and partners. ET
- 1.3.2 E Moje suggests visits: April hydroponics 2 visits once in construction (fe11) and once when harvesting in April/May. Finalise date at next meeting: and College of Agriculture. EM
- 1.3.3 E Moje: Possible talk on contracts: (public) BTV. Inform press. EM
- 1.3.4 M Mothei Inform UB to draw in students: Faculty of Engineering Technology head and ask him/her to inform lecturers in Architecture and Planning approach, engineering, quantity surveyor. ET
- 1.4 TREASURER'S REPORT**
- 1.4.1 *MATTERS ARISING FROM PREVIOUS MINUTES*
- 1.4.2 Invoices:
- 7.4.2 Follow up all members who have not paid subscriptions.  
Members renewal note from ET. ET
- 7.4.3 Proposal to purchase a fixed property for BIDP to be looked into.  
Possibility of pooling resources with other professional institutions.  
REIB response: A Groth to reply: A Groth explained the proposal. J Musuku notes: need about 5 organisations. Next step is to find other partners. Also for firms (for anybody) to pay enough to cover BIDP costs. 2 staff full time should be desirable. Conference room. IBQS, BIE, AAB, IARB. Where? asked B Hyde. E Moje say 'Central'. A Groth asked for subcommittee members: J Musuku and K Morake will assist A Groth. JM/KM/AG
- 4.4.3 Short report received from G Vlug. ALL
- 4.4.4 Duplicate certificate: BIDP regulation: (Place on website: inform members). ET
- 1.4.3 Presently cash balance is P45,821.50
- 1.5 MEMBERSHIP**
- 6.5.1 B Kgamane: update membership: response still awaited.  
ET has sent a reminder today.
- 1.5.1 New application received from M Mothei: copies of certificates needed. ET
- 1.5.2 P200.00 cash received from P Shimunza for subscription fee: ET to do receipt. ET
- 1.6 CORRESPONDENCE**
- 1.6.2 Bank statement received.
- 1.7 PUBLICATIONS/NEWS LETTER**
- 1.7.1 *MATTERS ARISING FROM PREVIOUS MINUTES*
- 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. #7  
Certificate: A Groth agreed that a secure service should be feasible.  
More to do. DY  
ET on routine web maintenance. ET  
K Morake would like to join in. DY  
Link to drugs on wiki? A Groth DY  
Mutual connections to other organisations. DY  
Forums: 'Made in Botswana? Seems ok. DY
- 1.9.2.2 D Young editing the small version: next council meeting will decide.  
FIDIC subcontract short version: ask subcontractor regarding make a small version.
- 3.91 Suggestions for web site: No password being delivered for registering. DY/ET
- 3.9.2 Clay brick size forum: (ET to be the moderator)  
A Groth has sent more data regarding clay bricks. ET

6.6.2	ET to start next newsletter.	ET/AG
6.6.3	Review of Direct appointment: S Mathe went for BIDP: Inform members of outcome. No response. Email to members for S Mathe replacement 3 committees.	AG
	A Groth will be dealing regarding S Mathe replacement on building regulations: BIDP write to DBES to clarify changed representative.	ET
	Private Sector/DEBS: P Shumunza ok. give briefing / material.	ET/AG
	Direct appointment/DBES: E Moje.give briefing / material.	ET/AG
7.9.6	Annual increment for subscriptions: from 1 <sup>st</sup> July 2011 to P220.00. G Vlug has circulated for approval.	
	Increased prices circulated: pond to P10.00 (up).	ALL
	Update website data.	ET
<b>1.8</b>	<b>PUBLIC RELATIONS</b>	
1.8.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
2.8.2	Matters arising from special meeting of Publications Review Committee:	
2.8.3.1	Tendering to small contractors/subcontractors. #3	
	Letter sent to AEMCB: response received. 6- 8 week. Ask for feedback	
	Chase subcontractors.	
	Sent reminder to small contractors.	
	M Mothei asked what BIDP does regarding educating contractors/subcontractors/others re contracts and process. A Groth thinks we should.	
	BIDP need FIDIC education / feedback on BIDP contracts	
	This will cost money, and will need well – informed speakers.	AG
	M Mothei, D Young stated try for April and twice a year. Think about a speaker.	ALL
4.8.2	G Vlug notes that people are looking for contracts forms:	
4.8.2.1	Circular to Banks:	
	Proposed forum: regarding Professional Indemnity insurance as a confidence builder in construction. Insurance/lenders/BIDP/other professionals.	ET/DY
	D Young to follow up re banks/lenders	
4.8.2.2	Advertisement in newspaper.	
	Contents to now change to be general, A Groth says. Public information and reassurance.	AG/DY
	Advert not accepted: want more targeting, more information about BIDP. Also ask for members: form subcommittee: put draft to council.	ET
4.8.2.3	FNB might be interested: Head office: Formal letter: Letter sent to FNB properties Finance Mr Tema.	
	Do follow up notes.	
5.9.2.5	Try to organise breakfast. + TEC	
	C Ajuba said BOCCIM and BOTA were interested.	
	No action B Hyde will ask C Ajuba.	BH
6.9.1-	B Hyde: Practices and Professional Indemnities: suggestion of practice membership. For BIDP: QA/PI/Qualifications: Identify as category for reliance. Source of income also.	
	No actions.	AG/DY/ BH
6.6.1	Government non- payment: Kille & Dannhauser payment problem with DBES: take to BOCCIM.	
	BOCCIM contacted: meeting tomorrow: will suggest procedure to follow before sectoral meeting (2 cases raised by A Groth).	
	No feedback from BOCCIM. A Groth met BOCCIM person. Would advise best way to deal with this issue. A Groth will follow up.	AG
1.8.1	S Mathe: dealing with UB: know UB, students know BIDP: Lady at AGM: follow up:	ET
1.8.1.1	Small workshop, J Musuku suggests, to inform students.	ET

- 1.8.1.2 P Shimunza: Consider Limkokwing University also. ET
- 1.8.2 Photo contest\:
- 1.8.2.1 Some word adjustments: PS
- Prizes: 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> to a value: prizes totalling P3000: aim for sponsorship to double that. Inform photographic Association.
- Subcommittee: P Shimunza, A Groth, J Musuku and D Young on website. DY
- 1.9 ANY OTHER BUSINESS**
- 1.9.1 Register of Societies: forms signed. ET
- 1.9.2 Request for printed directory.
- 1.9.3 K Morake: wants to help bring in members: Needs to understand how to link with other council members. Will gladly help with graphics.
- 1.9.4 A Groth asks for minutes to get out quickly ET/DY/  
AG
- 1.10 NEXT MEETING**
- 1.10.1 The next council meeting will be held on Tuesday, 7<sup>th</sup> December, 2010 at plot 915, Gaborone, BIDP shop.

Minutes approved:

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