

## MINUTES OF BIDP COUNCIL MEETING NO. 2 2010/2011

Held at BIDP Shop, Plot 915, Gaborone, on 7<sup>th</sup> December, 2010 at 6pm.

### 2.1 Attendance

			Phone
2.1.1	Present:	Andreas Groth	President 392 3462
		D Young	Secretary 397 1181
		G Vlug	Treasurer 533 7249
		O Onneng	Member 538 0603
		K Morake	Member 397 2002
		M Mothei	New applicant
2.1.2	Apologies:	B Hyde	Member 392 7764
		E Moje	Member 310 5073
		P Shimunza	Member 392 8450
2.1.3	Absent:	J Musuku	Vice President 397 2039

### 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.

### 2.3 ACTIVITIES AND FUNCTIONS:

#### 2.3.1 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:  
No reports
- 8.3.2 Visit to SADC Building: Check:  
ET will send reminder letter. ET  
Airport Project: Project Manager: Mr Skelton. ET  
Ok for March or April 2011.  
RDC properties: visit done.  
Certificates not issued. ET  
"High Court" No progress from DBES: D Mwezi. ET  
Another letter to go: try U Soderstrom. ET
- 7.3.2 B Hyde talk given: CPD certificate. ET
- 7.3.2.1 U Soderstrom (coming DBES director) might have a subject.  
ET to check with U Soderstrom 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.  
ET to check re February 2011. ET

EM/BH

- 1.3.3 E Moje: Possible talk on contracts: (public) BTV. Inform press.  
 Tuesday, 15<sup>th</sup> February, 2011 half day seminar and lunch: E Moje and G Vlug +? For public: cocktail party: charge approximately: P395.00 / corporate charge for conference + meal and snacks.  
 Venue (Mokolodi Conference Centre remote and one can not leave until the function finished).  
 Topics / who "The importance of an appropriate contract"  
 Target contractors and developers.  
 D Young to check organisations. Invite all contract buyers. DY/ET
- 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.  
 D Young ask ET what she did. DY/ET
- 2.4 TREASURER'S REPORT**
- 2.4.1 *MATTERS ARISING FROM PREVIOUS MINUTES*
- 2.4.2 Invoices:
- 7.4.2 Follow up all members who have not paid subscriptions.  
 ET is busy following up unpaid members.
- 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
- 4.4.4 Duplicate certificate: BIDP regulation: (Place on website: inform members). ET
- 2.4.3 No document brought by G Vlug.
- 2.4.4 N Viking want to reinstate membership: 5 years at P200/year.
- 2.4.5 Charged missing member for 1 year. ( A F Keabetswe)
- 2.5 MEMBERSHIP**
- 6.5.1 B Kgamane: update membership: response still awaited.  
 Sent reminder: not replaced..
- 1.5.1 New application received from M Mothei:  
 Certificates received: payment to follow. MM
- 2.5.1 New application from O Keoletile: approved. ET
- 2.5.2 November application received from C Maipabe: QS for Fitzwilliam: approved. ET
- 2.6 CORRESPONDENCE**
- 2.6.1 Statement and receipt handed to G Vlug. Email regarding professional office received from A Groth.
- 2.7 PUBLICATIONS/NEWS LETTER**
- 2.7.1 *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 to give a schedule of her routine web maintenance. ET  
 K Morake would like to join in. DY  
 Link to drugs on wiki has been removed.  
 Mutual connections to other organisations. DY  
 Forums: 'Made in Botswana? Seems ok. DY  
 No progress: check stations for edits of website: out of order.

	Need to edit site!	DY
	Chase ET to keep organisations listed.	DY/ET
	Add forms.	
	A Groth would like public to have email addresses of members:	DY/ET
	Emails: A Groth wants distribution list, not detailed list of members.	
	Should only show a single person on each email. Sent test to A Groth or D Young.	DY/ET
1.9.2.2	D Young editing the small version: next council meeting will decide.	
	FIDIC subcontract short version:	
	D Young to ask subcontractors if they want a smaller version .	DY
3.91	Suggestions for web site: No password being delivered for registering.	DY/ET
	Web site snags to be informed to D Young.	
3.9.2	Clay brick size forum: (ET to be the moderator)	
	A Groth has sent more data regarding clay bricks.	ET
	To do brick data.	
6.6.2	ET to start next newsletter.	ET/AG
	No draft seen yet: G Vlug would like items of interest sent to ET for newsletter.	ALL
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
	Draft letter: D Young to advise ET: primary liaison on:	
	Building Regulation review is a Groth.	
	Private sector is P shimunza	
	Direct appointment and related matters is E Moje.	
	What about other 3 committees E Moje? Ask ET. Account to treasure.	ET
7.9.6	Annual increment for subscriptions: from 1st july 2011 to P220.00: G Vlug has circulated for approval.	
	Approved increased subscription. ET on web site.	ET
	Increased prices circulated: round to P10.00 (up).	
	D Young to check ET has updated website data.	DY/ET
<b>2.8</b>	<b>PUBLIC RELATIONS</b>	
<b>2.8.1</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
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.	
	AEMCB: 'will get back to BIDP on small subcontractors'.	
	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
	More items to activities.	
4.8.2.1	Circular to Banks:	
	Proposed forum: regarding Professional Indemnity insurance as a confidence builder in construction. Insurance/lenders/BIDP/other professionals.	
	No action by D Young on PI insurance.	DY
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

	Advert for seminars.	
4.8.2.3	FNB Headquarters: Still to do.	DY
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
6.6.1	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. A Groth will remind BOCCIM: BOCCIM has not listed BIDP why? A Groth will give backup.	AG ET/DY
1.8.2	S Mathe: dealing with UB: know UB, students know BIDP: Lady at AGM: follow up: ET where are minutes of AGM and should be circulated now.	ET
1.8.2.1	Small workshop, J Musuku suggests, to inform students. Ensure UB School of Architecture final years are invited to seminar (special rate)	ET
1.8.2.2	P Shimunza: Consider Limkokwing University also. ET to talk to D Young.	ET
1.8.3	Photo contest\: D Young action with ET.	DY/ET
1.8.3.1	Some word adjustments: 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. Action to D Young to inform P Shimunza of changes. Then inform A Groth: will contact other organisations. Possible advert: may need to adjust the dates.	DY
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. Flyer: could hand out at sales: get ready in next month. Comments received and will need to be addressed. D Young still to give comments. Smaller/larger.	DY KM

## 2.9 ANY OTHER BUSINESS

### 2.10 NEXT MEETING

- 2.10.1 The next council meeting will be held on Tuesday, 11<sup>th</sup> January, 2011 at plot 915, Gaborone, BIDP shop.

Minutes approved:

	President		Secretary
Cc:	Andreas Groth - President J Musuku - Vice President	Fax 392 3632 71768907	Email agas@info.bw gmusuku@hotmail.com

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File		