

**MINUTES OF BIDP COUNCIL MEETING NO. 3 2010/2011**

Held at BIDP Shop, Plot 915, Gaborone, on 18<sup>th</sup> January, 2011 at 6pm.

**3.1 Attendance**

			<b>Phone</b>
3.1.1	Present:	Andreas Groth	President 392 3462
		David Young	Secretary 397 1181
		Gerrit Vlug	Treasurer 533 7249
		Ontlametse Onneng	Member 538 0603
		Bernard Hyde	Member 392 7764
		Joseph Musuku	Vice President 397 2039
		Evans Moje	Member 310 5073

3.1.2 Apologies:

3.1.3	Absent:	Kabelo Morake	Member 397 2002
		Paul Shimunza	Member 392 8450

**3.2 PREVIOUS COUNCIL MEETING**

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

3.2.2 O Onneng stated he did not get the minutes for 7de10.

ET

**3.3 ACTIVITIES AND FUNCTIONS:**

**3.3.1 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.

EM/BH

Implementation plan circulated. Accommodate U Soderstrom  
comments:

Name:

Logo:

Rules

Stage 1:

B Hyde has not done: E Moje will liaise.

EM

G Vlug did not receive U Soderstrom comments.

8.3.2 Visit to SADC Building: Check:

Noted: 18<sup>th</sup> February, 2011?

ET

Airport Project: Project Manager: Mr Skelton.

Ok for March or April 2011.

ET to ask in March.

ET

RDC properties: visit done.

Certificates issued.

- “High Court” No progress from DBES: D Mwezi.  
Another letter sent to U Soderstrom on 7de10.
- 7.3.2 B Hyde talk given: CPD certificates to be issued.  
Names: C Maipambe (Fitzwilliam) 71725039 ET
- 7.3.2.1 U Soderstrom (now DBES director) might have a subject.  
ET still to check with U Soderstrom ET
- 1.3.2 E Moje suggests visits: hydroponics 2 visits once in construction  
and once when harvesting. Finalise date at next meeting: and  
College of Agriculture.  
Move to March 2011 (or will call ET if ready) at Malotwane  
50km north of Gaborone. EM
- 1.3.3 E Moje: Possible talk on contracts: (public) BTV. Inform press.  
2011 half day seminar and lunch: Moje and G Vlug +? For public:  
cocktail party: charge approximately: P395.00 / corporate charge  
for conference + meal and snacks.  
Target contractors and developers: add developers to list  
D Young to check organisations. Invite all contract buyers. ET  
Ensure UB School of Architecture final years are invited to  
seminar (special rate)  
NB: P395 was a price mentioned for a similar function  
elsewhere: our price is still to be set.  
Postponed by council today  
New topic: discuss later.  
Look for venue: target date. ET/GV/DY
- Seminar Topics (discussed after main meeting)**  
E Moje  
G Vlug  
D Young (Importance of understanding and signing  
contract on time)  
Morning (coffee/biscuits)  
. Tendering (competitive 'Good tender takes")  
(appropriate contracts) GV  
. Claims manship EM  
. Validity of contract: Architect perspective on  
claims. DY  
Honorarium to speakers? End with lunch. AG/GV  
Check D Williams on dispute resolution talk. DY
- 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. Also approach, Engineering, Quantity  
surveying at UB.  
D Young to ask ET what she did. DY/ET
- 3.3.2 Mosienyane: talk approximately April 2011. DY/ET
- 3.3.3 Need better place for talks by members. (Middle Star cafe?) B Hyde will  
check whether it is possible: Cresta Lodge has new meeting rooms. BH/DY/ET  
BI-monthly. A Groth could follow (May 2011). AG
- 3.3.4 Consultative Stakeholders invitation: 24 February 2011 at Boipuso hall. DY

### **3.4 TREASURER'S REPORT**

#### **3.4.1 MATTERS ARISING FROM PREVIOUS MINUTES**

- 7.4.2 Invoices:  
Follow up all members who have not paid subscriptions.

- Invoices sent out July 2010: slow recovery. G Vlug will supply list of non-paid members for 3 years: "use red paper" GV/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
- No action since last meeting  
A Groth has sent an email "professional office"  
ET to put a copy of email on the web site. ET
- 3.4.4 Duplicate certificate: BIDP regulation: (Placed on website: inform members). ET
- 3.4.5 Our bank balance is P48,152.91, dropping steadily. ET
- 3.4.6 Direct payments to bank: G Vlug says there is a problem with attribution: BIDP needs names and (what payment is for) reasons. Cheques on their own also need details of reason for payment.

### 3.5 MEMBERSHIP

#### 3.5.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 6.5.1 B Kgamane: update membership: response still awaited.  
Sent reminder: not replaced..  
Still waiting for re practical experience.
- 1.5.1 New application received from M Mothei:  
Certificates received: payment to follow.  
Still waiting for payment. MM
- 2.5.1 New application from O Keoletile: approved.  
Certificate signed at this meeting.
- 2.5.2 November application received from C Maipambe: QS for Fitzwilliam: approved.  
Certificate signed at this meeting.
- 2.4.4 N Viking want to reinstate membership: 5 years at P200/year.  
No response from November 2010. ET
- 2.4.5 Charged missing member for 1 year. ( A F Keabetswe)  
Paid: certificate signed at this meeting

### 3.6 CORRESPONDENCE

- 3.6.1 Bank statement handed to G Vlug.
- 3.6.2 Email received regarding Consultative Stakeholders invitation: 24 February 2011.

### 3.7 PUBLICATIONS/NEWS LETTER

#### 3.7.1 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.	
	Handed out.	
	K Morake would like to join in.	DY
	ET will contact K Morake to assist with text for primary menu items.	ET/KM
	Mutual connections to other organisations.	KM/ET/DY
	Other organisations needs update. Background pictures.	ET/KM/DY
	No progress: check stations for edits of website: out of order.	
	Need to edit site.	
	D Young re-installed web site after log files jammed the software.	
	Database and logs: ET will send emails.	ET
	Automatic emails not working at present: D Young will try to set up together with Mega: ET will do this manually until auto is working.	DY
	Forums: 'Made in Botswana? Seems ok.	KM/DY
	Building materials	
	Information	
	Use talk topics as forums: ask ET to open	
	Chase ET to keep organisations listed.	KM/DY/ET
	A Groth would like public to have email addresses of members: add member email addresses: not done yet: ask members whether it would be ok to list in the format <name> at <address>.	DY/ET
	Add forms.	
	Emails: A Groth wanted distribution list, not a detailed list of members. The received mail should only show a single person on each email. Sent test to A Groth or D Young.	
	BCC: test with ET	DY/ET
	FIDIC subcontract short version:	
	D Young to ask subcontractors if they want a smaller version.	
	(FIDIC subcontract)	ET
	Major works subcontract: P200.00: put on website.	ET
	Circulate free: DBES, AEMCB, ABCON, Tshipidi Badiri.	ET
	Check name of FIDIC form.	ET/DY
3.91	Suggestions for web site: No password being delivered for registering.	DY/ET
	Web site snags to be informed to D Young. ....at bidp.bw	
3.9.2	Clay brick size forum: (ET to be the moderator)	
	All contributions are now on the site.	
6.6.2	Next newsletter.	
	G Vlug would like items of interest sent to ET for newsletter.	
	In hand.	ET/AG
	G Vlug to have some of his newsletters available at the coming seminar: BIDP might also sell these on his behalf.	GV
	Scan to text.	KM
6.6.3	Primary liaison on:	
	Building Regulation review is A Groth.	
	Private sector subcommittee is P Shimunza (relates to 24fe11)	
	Review of Direct appointment subcommittee: S Mathe went for BIDP: Inform members of outcome. No response received from S Mathe.	
	Direct appointment and related matters is E Moje.	
	What about other 3 committees E Moje? Ask ET.	EM

- Letters were sent to subcommittees and individuals where BIDP has found replacements for S Mathe. Check for one further subcommittee that S Mathe was on. ET/DY/AG
- 7.9.6 Annual increment for subscriptions: from 1st July 2011 to P220.00: G Vlug has circulated for approval.  
Approved increased subscription.  
List printed: It was today agreed by Council that student membership subscription should be P20.00 (was P100.00)  
Please edit the last line to be kinder. GV  
Put on website when this revised set of rates done. DY/ET  
Increased publications prices have been circulated: round to P10.00 (up).  
D Young to check ET has updated website data. DY  
\*Can't understand last line\*! "user percussion:" should say user permissions.

### 3.8 PUBLIC RELATIONS

#### 3.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 2.8.2 Matters arising from special meeting of Publications Review Committee:
- 2.8.3.1 Tendering to small contractors/subcontractors. #3  
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  
Refer also to half day seminar; already proposed. EM/GV/DY  
Remind subcontractors one last time. DY/ET
- 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.
- 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.  
Advert for seminars.  
Secretary to draft text. DY  
Target adverts to G Vlug advice. On the web site, have a possible form for good experience of contractors or contrasting opinions. Need to avoid misuse. DY
- 4.8.2.3 FNB Headquarters:  
Still to do. ET/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.  
Not done. BH
- 6.6.1 Government non-payment: Kille & Dannhauser payment problem with DBES:  
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.



19<sup>th</sup> July  
23<sup>rd</sup> August  
20<sup>th</sup> September  
October 2011 Annual General Meeting.

Minutes approved:

	President		Secretary
		Fax	Email
Cc:	Andreas Groth - President	392 3632	agas@info.bw
	Joseph Musuku - Vice President	71768907	gmusuku@hotmail.com
	Gerrit Vlug - Treasurer	533 7249	vlug@mega.bw
	David Young - Secretary	397 1181	ya@yabw.net
	Bernard Hyde	392 7764	bernardhyde@btinternet.co
	Kabelo Morake	397 2002	kabelo@agb.co.bw
	Ontlametse Onneng	538 0603	o.onneng@gmail.com
	Paul Shimunza	397 2039	shimunzapl@yahoo.co.uk
	Evans Moje	310 5076	ekmoje@mega.bw
	File		