

**(A0kp)04
BIDP**

MINUTES OF BIDP COUNCIL MEETING NO. 4 2010/2011

Held at BIDP Shop, Plot 915, Gaborone, on 21st February, 2011 at 6pm.

4.1 Attendance

			Phone
4.1.1	Present:	Andreas Groth	President 392 3462
		David Young	Secretary 397 1181
		Kabelo Morake	Member 397 2002
		Evans Moje	Member 310 5073
		M Mothei	
4.1.2	Apologies:	Bernard Hyde	Member 392 7764
		Gerrit Vlug	Treasurer 533 7249
		Ontlametse Onneng	Member 538 0603
		Paul Shimunza	Member 392 8450
4.1.3	Absent:	Joseph Musuku	Vice President 397 2039

4.2 PREVIOUS COUNCIL MEETING

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

4.3 ACTIVITIES AND FUNCTIONS:

4.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.3.3 'Innovative ideas' competition. Need 'implementation plan': B Hyde will give programme dates in the next few weeks.
B Hyde has not done: E Moje will liaise.
G Vlug did not receive U Soderstrom comments.
No action: E Moje will talk to B Hyde EM/BH
- 8.3.2 Visit to SADC Building: 18fe11.
Organise walk-around: letter to SADC. DY/ET
Airport Project: Project Manager: Mr Skelton.
Ok for March or April 2011.
Do a letter. ET
"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 issued. .
- 7.3.2.1 U Soderstrom (now DBES director) might have a subject.
Check with U Soderstrom: unless he replies or leave it. ET
- 1.3.2 E Moje suggests visits: hydroponics:
2nd half of the year

- 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.
 New topic: discuss later.
 Venue: go for Mokolodi, Friday morning 18th March, 2011. ET/DY
 Marketing: notices/adverts this week and next week.
 Morning coffee/tea: Midday coffee/tea and lunch: attendance 15
 Honorarium or speakers: NO or P500.00: unless 30 people pay.
 Need to collect cash at time of booking.
 Pay direct to bank (with advert)
 Should have a subcommittee. K Morake would like to assist on art:
 Check our costs seen in
 Quote: BIDP
Seminar Topics (discussed after main meeting)
 D Young Validity of contract: Architect perspective on
 claims
 E Moje Claimsmanship
 G Vlug Competitive tendering
 D Williams Dispute resolution
- 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.
 Try Engineers. DY/ET
- 3.3.2 Mosienyane: talk approximately April 2011.
 No reply: try again. 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.
 BI-monthly. A Groth could follow (May 2011).
 No action. AG
- 3.3.4 Consultative Stakeholders invitation: 24 February 2011 at Boipuso
 hall.
 Still to happen. EM/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.
 Slow recovery. G Vlug will supply list of non-paid members for 3
 years: "use red paper"
 ET working hard in recovering subscriptions.
- 7.4.3 Proposal to purchase a fixed property for BIDP to be looked into.
 A Groth asked for subcommittee members: J Musuku and K Morake
 will assist A Groth.
 No action since last meeting. JM/KM/AG
 A Groth has sent an email "professional office"

	ET to put a copy of email on the web site.	
	D Young to define how to present it.	DY
3.4.4	Duplicate certificate: BIDP regulation: (Placed on website: inform members).	
	Done. I hope., said D Young.	ET
4.4.5	Our bank balance is P45,291.98.	
3.4.6	Direct payment to bank: subscriptions fee received from N Viking..	
4.5	MEMBERSHIP	
4.5.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
1.5.1	M Mothei new application: waiting payment.	
	P200.00 cash received: ET to sent receipt. Circulate to council.	ET
2.5.1	O Keoletile: Membership certificate issued.	
2.5.2	C Maipambe: membership certificate issued.	
2.4.4	N Viking membership: reinstated: paid Bank direct.	
2.4.5	Missing member: A F Keabetswe: paid: membership certificate issued.	
4.5.2	New application received from D Hobona: proposed by A Groth and seconded by K Morake: Approved. Prepare certificate and process.	ET/GV
4.5.3	Z Kgatlhego: membership update: propose for associate membership.	DY/ET
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	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
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
	3 hours approx. to set up secure link.	
	Encourage registration.	
	K Morake would like to join in.	DY
	ET contacted K Morake to assist with text for primary menu items.	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. Site repaired by D Young.	
	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
	Auto emails: Hosting chase Mega.	
	Forums: 'Made in Botswana? Seems ok.	KM/DY
	Building materials Information	DY
	Use talk topics as forums: ask ET to open	DY
	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
3.9.1	Suggestions for web site: No password being delivered for registering. ET will check daily and use manual emails.	ET
	Web site snags to be informed to D Young.at bidp.bw	
6.6.2	Next newsletter.	
	G Vlug would like items of interest sent to ET for newsletter.	
	G Vlug to have some of his newsletters available at the coming seminar: BIDP might also sell these on his behalf.	GV
	Put out newsletter.	ET
	K Morake to liaise on scan to text for G Vlug newsletters.	KM/GV
6.6.3	Primary liaison on:	
	Building Regulation review: Mr Onkabetse met A Groth on 2fe11.	
	Private sector subcommittee is P Shimunza (relates to 24fe11)	
	E Moje met Direct Appointment Secretary.	
	ET: advised E Moje will attend the Thursday meeting.	
	What about other 3 committees E Moje? Ask ET.	ET/EM
7.9.6	Annual subscriptions:.	
	List printed: It was today agreed by Council that student membership subscription should be P20.00 (was P100.00)	
	Put on website when this revised set of rates is done.	DY/ET
3.7.1	Nominated subcontract short version ready to issue (2009).	

4.8 PUBLIC RELATIONS

4.8.1 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.	
	Remind subcontractors one last time.	DY/ET
4.8.2.3	FNB Headquarters visit:	
	July notes by D Young have been sent out to council members.	
6.6.1	Government non-payment: Kille & Dannhauser payment problem with DBES:	
	BOCCIM:	
	To DBES Director: A Groth will follow up.	AG
1.8.2	UB Lady at AGM: follow up:	DY/ET
1.8.2.1	Small workshop, J Musuku suggests, to inform students.	
	Introduce BIDP to students: need inside ie UB help.	
	E Moje will contact Ngowi. Defer: to back burner	EM

20th September
October 2011 Annual General Meeting.

Minutes approved:

	President	Fax	Email	Secretary
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			