(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

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
	, pologiesi	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
4.1.5	ADSEIIL.	Joseph Musuku	VICE Flesident	291 2029

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.

Phone

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: 2 nd 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. 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.	ET
	New topic: discuss later. Venue: go for Mokolodi, Friday morning 18 th March, 2011. 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.	ET/DY
	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 YoungValidity of contract: Architect perspective on claimsE MojeClaimsmanshipG VlugCompetitive tendering D williamsD WilliamsDispute 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.	
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).	
3.3.4	No action. Consultative Stakeholders invitation: 24 February 2011 at Boipuso	AG
5.5.4	hall.	
	Still to happen.	EM/DY
TREASI	IRER'S REDORT	

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"

	3.4.4	ET to put a copy of email on the web site. D Young to define how to present it. Duplicate certificate: BIDP regulation: (Placed on website: inform members).	DY
	4.4.5 3.4.6	Done. I hope., said D Young. Our bank balance is P45,291.98. Direct payment to bank: subscriptions fee received from N Viking	ET
4.5 4.5.1	MEMBEF MATTERS 1.5.1	RSHIP 5 ARISING FROM PREVIOUS MINUTES M Mothei new application: waiting payment. P200.00 cash received: ET to sent receipt. Circulate to council.	ET
	2.5.1 2.5.2 2.4.4 2.4.5	O Keoletile: Membership certificate issued. C Maipambe: membership certificate issued. N Viking membership: reinstated: paid Bank direct. Missing member: A F Keabetswe: paid: membership certificate issued.	
4.5.2		lication received from D Hobona: proposed by A Groth and	
4.5.3		d by K Morake: Approved. Prepare certificate and process. ego: membership update: propose for associate membership.	ET/GV DY/ET
3.6 3.6.1 3.6.2	Bank sta	PONDENCE tement handed to G Vlug. ceived regarding Consultative Stakeholders invitation: 24 February	
3.7 3.7.1		ATIONS/NEWS LETTER 5 ARISING FROM PREVIOUS MINUTES	
5.7.1	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. 3 hours approx. to set up secure link.	DY
		Encourage registration. K Morake would like to join in.	DY
		ET contacted K Morake to assist with text for primary menu items.	КМ
		Mutual connections to other organisations. Other organisations needs update. Background pictures. No progress: check stations for edits of website: out of order.	KM/ET/DY ET/KM/DY
		Need to edit site. Site repaired by D Young. Database and logs: ET will send emails. 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.	ET DY
		Auto emails: Hosting chase Mega. Forums: 'Made in Botswana? Seems ok. Building materials Information	KM/DY DY
		Use talk topics as forums: ask ET to open Chase ET to keep organisations listed.	DY 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>. 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 FIDIC subcontract short version: D Young to ask subcontractors if they want a smaller version. (FIDIC subcontract) Major works subcontract: P200.00: put on website. Circulate free:.DBES, AEMCB, ABCON, Tshipidi Badiri.</address></name>	DY/ET DY/ET ET ET ET
	3.9.1	Check name of FIDIC form. Suggestions for web site: No password being delivered for registering. ET will check daily and use manual emails.	ET/DY ET
	6.6.2	 Web site snags to be informed to D Youngat bidp.bw 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. Put out newsletter. K Morake to liaise on scan to text for G Vlug newsletters. 	GV ET 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 4.8.1		RELATIONS S ARISING FROM PREVIOUS MINUTES 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.	DI/EI
	6.6.1	Government non-payment: Kille & Dannhauser payment problem with DBES: BOCCIM:	
	1.8.2 1.8.2.1	To DBES Director: A Groth will follow up. UB Lady at AGM: follow up: Small workshop, J Musuku suggests, to inform students.	AG DY/ET
		Introduce BIDP to students: need inside ie UB help. E Moje will contact Ngowi. Defer: to back burner	EM

	1.8.2.2	P Shimunza: Consider Limkokwing University also. Letter sent.	PS
	1.8.3.1	Some word adjustments:	5
	1.0.9.1	Prizes: 1 st , 2 nd & 3 rd 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	AG
		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
		Regulations are on the web site.	51
		K Morake: ask for logo/picture for photo competition gallery.	ET/KM
		Flier on front page: Prizes change to end May 2011.	ET/KM ET
		Judges to be listed or group.	AG
		Sponsors (could also judge)	AG
		Advert: to circulate:	DY
	1.9.3	Forum to comment on what is received. K Morake: wants to help bring in members: Needs to understand	
	1.9.5	how to link with other council members. Will gladly help with	
		graphics.	AG
		Flyer: could hand out at sales: get ready in next month. Comments	
		received and will need to be addressed. Smaller/larger.	KM
		D Young still to give comments.	IXI-1
		No comments from D Young yet.	
		D Young have commented.	
		Encourage further. Unify logo, Name style, statement. Start a forum	ET/DY
4.8.2	Construc	ction Industry forum: circular:	21/01
4.8.1.2 Cannot fully control contractors: must have objectives			
4.8.2.2		as basis for comparison. To what extent is one regulated. Market is	
the best regulator. 4.8.2.3 Circulate to all members.			
4.8.3 Boipuso show:			
4.8.3.1 Aim is get new members.			
4.8.3.2 Spend on rent P4000.00, Spend on decoration?4.8.3.3 G Vlug said BIA is interested, D Williams offered to be on 2-2pm to 6pm			
		e has done artwork to try to pull in interest.	KM KM
		g and Infrastructure" subject of the show.	KM
4.8.3.6	5 Intereste	ed in committing to this: mid-week.	KM/AG
4.9	ANY OT	HER BUSINESS	
4.9.1	ET to ch	neck with E Moje on surveyors newsletter.	ET

4.10 **NEXT MEETING**

- 4.10.1 The next council meeting will be held on Tuesday, 22nd March, 2011 at 6pm at plot 915, Gaborone, BIDP shop.
- 4.10.2 Schedule of meetings:
 - 19th April

 - 17th May 21st June 19th July 23rd August

20th September October 2011 Annual General Meeting.

Minutes approved:

President

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

Secretary