

## MINUTES OF BIDP COUNCIL MEETING NO. 5 2010/2011

Held at BIDP Shop, Plot 915, Gaborone, on 19<sup>th</sup> April, 2011 at 6pm.

### 5.1 Attendance

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

### 5.2 PREVIOUS COUNCIL MEETING

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

### 5.3 ACTIVITIES AND FUNCTIONS:

#### 5.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 8.3.2 Visit to SADC Building: 18fe11.  
Organise walk- around: letter to SADC.  
Written draft letter for 17<sup>th</sup> June.  
Airport Project: Project Manager: Mr Skelton.  
OK for 20<sup>th</sup> May 2011 (Now 19<sup>th</sup> May 2011): should be walk- around at airport.  
"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.
- 1.3.2 E Moje suggests visits: hydroponics:  
2<sup>nd</sup> half of the year
- 1.3.3 Symposium:  
A Groth considers 'tremendous success'.  
D Young add note re D Williams talk:  
E Moje notes received.  
G Vlug waiting notes.  
Email notes received and put on website.  
Loose ends:  
U Soderstrom comment ' another for government office.  
Next symposium: 18 March and 6 months: September.  
No students.

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. Also approach, Engineering, Quantity surveying at UB. Try Engineers. DY
- 3.3.2 Mosienyane: talk happened: Transcript: circulate to parastatals.
- 3.3.3 Need better place for talks by members: A Groth talk in February 2012.
- 3.3.4 Consultative Stakeholders: happened: E Moje will deal with this. EM
- 5.3.2 Exhibition: 6- 7<sup>th</sup> May, 2011 Friday and Saturday. D Young can sit in for sometime.

## **5.4 TREASURER'S REPORT**

### **5.4.1 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: Regulation sent to all members and up on website.
- 4.4.5 Our bank balance is P45,888.69.  
P9,500 in on symposium.  
ET on professional office web site.

## **5.5 MEMBERSHIP**

### **5.5.1 MATTERS ARISING FROM PREVIOUS MINUTES**

- 1.5.1 M Mothei application has been accepted as 'ordinary member'.
- 4.5.2 D Hobona: certificate signed.
- 4.5.3 Z Kgatlhego: update membership: associate member certificate signed.
- 5.5.2 New application received from E Phiri: accepted as 'ordinary member'.

## **5.6 CORRESPONDENCE**

- 5.6.1 Received a letter from CASLE: ET inform surveyors members regarding CASLE.
- 5.6.2 Email received from A Hakim: cost: benefit: BIDP can comment on draft: no funds. Contribution to megazine? K Mokwete. Botswana Society.
- 5.6.3 Email received from Clare Flattery: D Young responded.

## **5.7 PUBLICATIONS/NEWS LETTER**

### **5.7.1 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  
Certificate installed.  
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
	Email addresses on site: 30 members say yes and firms interested.	DY
	FIDIC subcontract short version:	
	D Young to ask subcontractors if they want a smaller version. (FIDIC subcontract) Drop this for now.	
	Major works subcontract: P200.00: put on website.	
	Circulate free: DBES, AEMCB, ABCON, Tshipidi Badiri.	
	Check name of FIDIC form.	
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. ET to start assembling next newsletter.	
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.	
	Done.	
3.7.1	Nominated subcontract short version ready to issue (2009).	

## 5.8 PUBLIC RELATIONS

### 5.8.1 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
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: Email sent and she stated will send application form.	
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
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.	AG
	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
	Regulations are on the web site.	
	K Morake: ask for logo/picture for photo competition gallery.	ET/KM
	Flier on front page:	ET/KM
	Prizes change to end May 2011.	ET
	Judges to be listed or group.	AG
	Sponsors (could also judge)	AG
	Advert: to circulate:	DY
	Forum to comment on what is received.	
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.	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.	
	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	Construction Industry forum: circular:	
	MIST etc: still on TOR fro organisations	
4.8.3	Boipuso show: see above	
	Agreed with Institute of Arbitrators: booked and paid.	

## 5.9 ANY OTHER BUSINESS

- 5.9.1 Model:
- 5.9.1.1 Divisions and signboards are there: see email: check: seats.
- 5.9.1.2 2 days before: put our display together.
- 5.9.1.3 Opening times: Ellen to check opening times, liaise with Institute of Arbitrators and members to make the stand.
- Contribution from members (P200.00) and can provide picture or drawing.
- Cards/publicity brochures. K Morake has convinced his firm. Will also liaise with ET. Mail members to offer this. K Morake tomorrow.
- Connection to net?
- BIDP brochure: K Morake will work with A Groth.
- Mothei office: Wednesday, 27<sup>th</sup> April at 10am.
- K Morake will organise follow-up meeting to design- make stand.
- Photo competition: where to go next. Add words: describe and possibly extend dates. A Groth discussed with Botswana Craft: will persue. Put minimum prize P3000.00 on web site: People who sell cameras.
- Send email to photo society and ask to pass on.
- 5.9.2 Unbundling of mega projects: Send a letter to MIST: let council members respond to midday Wednesday.

## 5.10 NEXT MEETING

- 5.10.1 The next council meeting will be held on Tuesday, 17<sup>th</sup> May, 2011 at 6pm at plot 915, Gaborone, BIDP shop.
- 5.10.2 Schedule of meetings:
- 17<sup>th</sup> May
  - 21<sup>st</sup> June
  - 19<sup>th</sup> July
  - 23<sup>rd</sup> August
  - 20<sup>th</sup> September

October 2011 Annual General Meeting.

Minutes approved:

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