

MINUTES OF BIDP COUNCIL MEETING NO. 6 2010/2011

Held at BIDP Shop, Plot 915, Gaborone, on 17th May, 2011 at 6pm.

6.1 Attendance

			Phone
6.1.1	Present:	Andreas Groth	President 392 3462
		David Young	Secretary 397 1181
		Gerrit Vlug	Treasurer 533 7249
		Evans Moje	Member 310 5073
		Paul Shimunza	Member 7147 7822
6.1.2	Apologies:	Bernard Hyde	Member 392 7764
		Ontlametse Onneng	Member 538 0603
6.1.3	Absent:	Kabelo Morake	Member 397 2002
		Joseph Musuku	Vice President 397 2039

6.2 PREVIOUS COUNCIL MEETING

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

6.3 ACTIVITIES AND FUNCTIONS:

6.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 8.3.2 Visit to SADC Building:
Organise walk-around: letter to SADC.
Response received by email on 17je11 and copied to council.
Airport Project: Project Manager: Mr Skelton.
19th May 2011: should be walk-around at airport.
- 1.3.3 Symposium:
D Young, D Williams, E Moje:
Email notes received and issued: put on website: world readable. ET
G Vlug waiting notes: not available
Next symposium: September 2011.
- 3.3.2 Mosienyane: talk happened:
Notes received and list of parastatals. ET to email and write into newsletter. ET
- 3.3.4 Consultative Stakeholders: happened:
E Moje will contact L Moseki. EM
- 5.3.2 Exhibition Construction Expo: June 2011 Friday and Saturday. D Young can sit in for sometime.
Agreed with Institute of Arbitrators: booked and paid.
Date postponed to 16-17th June 2011.
10% discount given to BOCCIM members: ET
- 5.9.1 Models from members for display:
5.9.1.1 Divisions and signboards are there: see email: check: seats. ET

5.9.1.2	2 days before: put our display together.	ET
5.9.1.3	Opening times: Ellen to check opening times, liaise with Institute of Arbitrators and members to make the stand.	ET
	Contribution from members (P200.00) and can provide picture or drawing.	
	Email sent to members and BIA.	ET
	Cards/publicity brochures. K Morake has convinced his firm. Will also liaise with ET. Mail members to offer this. K Morake tomorrow: No report.	KM
	Connection to net available in hall?	ET
	BIDP brochure: K Morake will work with A Groth. No report.	AG/KM
	K Morake will organise follow-up meeting to design-make stand: No report.	KM
	Follow up:	
	P Shimunza: need design plan.	
	Student Elton can assist.	PS
	D Young and ET non design items.	ET/DY
	Eye catching	
	Arbitrators must be involved	
	Flyer on front page: No report.	ET/KM
	Copy email flyer to A Groth.	ET
1.8.3.1	Photographic Competition: Some word adjustments:	
	Prizes: 1 st , 2 nd & 3 rd to a value: prizes totalling at least P3000: aim for sponsorship to double that. Inform Photographic Association.	AG
	A Groth discussed with Botswana Craft: will persue. Put minimum prize P3000.00 on web site: People who sell cameras.	
	Send email to others and ask them to pass on.	ET
	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
	K Morake: ask for logo/picture for photo competition gallery: No report.	ET/KM
	Judges to be listed or group: No report.	AG
	Sponsors (could also judge) Botswana Craft as below.	AG
	Forum to comment on what is received.	DY
1.8.3.2	Re-launch 15 th June: radio! TV! G Vlug says BIDP must prime the press etc so as to get information out. Close 15 th August. Offer to media: what we can talk about the item: Kutwano magazine.	GV/AG/ET
	Botswana Craft has met with A Groth and professional photographic. Ulf (vice BCA): Botswana Craft happy to host prize giving. Botswana Craft will distribute to their mailing list. Ulf says BSA supports and will distribute mentioned Department of Arts and Culture, Thapong, Limkokwing, UB, Mokolodi Nature Reserve, (room annual photographic competition): re-launch: prepare email redo dates. Press lease: Item 2 months then close. 5 pages. Studio 54. MIST could be asked to be a judge.	
	Advert: to circulate: No report.	DY
	Prizes change to end June 2011.	ET
	Regulations are on the web site.	
2.8.3.1	Tendering for small contractors/subcontractors.	
	Email received from J Mangadi: want to meet D Young to discuss arrangement of the seminar. Speakers: G Vlug and E Moje.	ET/DY
6.3.1	Champagne breakfast: Ask J B Hammond.	ET

6.4 TREASURER'S REPORT

6.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.4.2 Invoices:
Follow up all members who have not paid subscriptions.
ET still working hard in recovering subscriptions: Sitll
- 7.4.3 Proposal to purchase a fixed property for BIDP to be looked into.
Department of Lands: we want a plot. GV/AG/ET
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 still to define how to present it. DY
- 4.4.5 Our bank balance is P45,888.39. (same as previous month?) GV

6.5 MEMBERSHIP

6.5.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 1.5.1 M Mothei accepted as 'ordinary member': certificate signed: to be issued. ET
- 5.5.2 E Phiri accepted as 'ordinary member'. certificate signed: to be issued. ET
- 6.5.2 New application received from J Westra: A Groth has proposed: accepted as 'ordinary member': Letter to go and details to G Vlug ET
- 6.5.3 Recruiting letter to UB Faculty of Engineering. DY

6.6 CORRESPONDENCE

- 6.6.1 Letter dated 5th May, 2011 received from MIST, issued to council.

6.7 PUBLICATIONS/NEWS LETTER

6.7.1 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.
Certificate installed. Site is not yet reading this. DY
K Morake would like to join in.
ET contacted K Morake to assist with text for primary menu items. KM
Mutual connections to other organisations.
Other organisations needs update. Background pictures.
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. DY/ET
Forums: 'Made in Botswana? Created.
Building materials Information DY
Chase ET to keep organisations list up to date. 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>.
Email addresses on site: 30 members say yes and firms interested. 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 webmast@bidp.bw
- 6.6.2 Next newsletter. ET to start assembling next newsletter. Draft to A Groth. Write Mosienyane talk into newsletter. ET
- 6.6.3 Primary liaison on:
- 3.7.1 Nominated subcontract revised version ready to issue (2009). ET

- 5.6.2 Email received from A Hakim: cost: benefit: BIDP can comment on draft: no funds. Contribution to magazine? K Mokwete. Botswana Society. DY/ET
- 6.7.2 Meeting this afternoon regarding web site: Kefilwe met D Young re assistance on BIDP web site: trial. DY/ET
- 6.7.3 Parastatals to web site "other organisations". ET

6.8 PUBLIC RELATIONS

6.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 6.6.1 Government non-payment: Kille & Dannhauser payment problem with DBES:
BOCCIM: no action.
To DBES Director: A Groth will follow up. Sent.
- 4.8.2 Construction Industry forum: circular:
MIST etc: still on TOR from organisations
- 5.9.2 Unbundling of mega projects: Send a letter to MIST: let council members respond to midday Wednesday: letter sent.

6.9 ANY OTHER BUSINESS

6.10 NEXT MEETING

- 6.10.1 The next council meeting will be held on Tuesday, 21st June, 2011 at 6pm at plot 915, Gaborone, BIDP shop.
- 6.10.2 Schedule of meetings:
21st June
19th July
23rd August
20th September
October 2011 Annual General Meeting.

Minutes approved:

	President		Secretary
Cc:	Andreas Groth - President	Fax	Email
	Joseph Musuku - Vice President	392 3632	agas@info.bw
	Gerrit Vlug - Treasurer	71768907	gmusuku@hotmail.com
	David Young - Secretary	533 7249	vlug@mega.bw
	Bernard Hyde	397 1181	ya@yabw.net
	Kabelo Morake	392 7764	bernardhyde@btinternet.co
	Ontlametse Onneng	397 2002	kabelo@agb.co.bw
	Paul Shimunza	538 0603	o.onneng@gmail.com
	Evans Moje	7147 7822	shimunzapl@yahoo.co.uk
	File	310 5076	ekmoje@mega.bw