



# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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BIDP**

## MINUTES OF BIDP COUNCIL MEETING NO. 7 2010/2011

Held at BIDP Shop, Plot 915, Gaborone, on 21<sup>st</sup> June, 2011 at 6pm.

### 7.1 Attendance

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

ACT

### 7.2 PREVIOUS COUNCIL MEETING

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

### 7.73 ACTIVITIES AND FUNCTIONS:

#### 7.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 8.3.2 Visit to SADC Building:  
Organise walk-around: letter to SADC.  
Waiting SADC new date.  
Airport Project: Project Manager: Mr Skelton.  
Happened.
- 1.3.3 Symposium:  
D Young, D Williams, E Moje:  
Next symposium: September 2011.  
Means to resolve / avoid disputes. Ask members for suggestions.

ET

GV/ET

- 3.3.2 Mosienyane: talk  
Notes received and list of parastatals. ET to email and write into newsletter. Done.
- 5.3.2 Exhibition Construction Expo: 16- 17th June 2011 Friday and Saturday.  
Agreed with Institute of Arbitrators: booked and paid.  
BIArb paid half P2271.00.  
10% discount given to BOCCIM members:  
Received credit note from Property Investment & Construction.  
BIDP council thanks D Young and others who helped.
- 5.9.1.3 Contribution from members (P200.00) and can provide pictures or drawings.  
4 contributions received from Pula Consultants, NDH Architects, Young Architects and First Training.
- 1.8.3.1 Photographic Competition: Some word adjustments:  
Prizes: 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> 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 pursue. 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: will need to adjust the dates.  
Add a month aim to issue: approx. mid July. ET  
Ellen must get Photo Competition together. When we are ready for re-launch, A Groth to be notified DY/ET  
K Morake: logo/picture for photo competition gallery: No report.  
Will supply by end this week, KM stated 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: radio! TV! G Vlug says BIDP must prime the press etc so as to get information out. Close 15<sup>th</sup> September. 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/ET  
Prizes change to end 30<sup>th</sup> September, 2011.  
Regulations are on the web site.
- 2.8.3.1 Tendering for small contractors/subcontractors. Tuesday, 28<sup>th</sup> June, 2011  
Workshop hosted by AEMCB: Advert on papers:  
The workshop is facilitated by BIDP.  
Speakers: Topics  
Vindfeldt Jorgensen: "Preparation of pre-qualification tenders with emphasis on joint ventures"  
"Presentation skills for tender documents"  
Martin Mogomela "Effective & Sustainable Costing of Tenders"  
Anthony Allen: "Adjudication Procedure of Tenders"

	Gerrit Vlug:	"Introduction to FIDIC conditions of contract (tender award, delays, extension of time, payment issues [sub-contractors], etc)"	
	Evans Moje:	"Project Financing in the Construction Industry"	
	Efraim Dondofema:	"Quality Control & Quality Assurance Documentation & Policy - a requirement from contractors"	
6.3.1	Champagne breakfast:	Ask J B Hammond.	ET
7.3.2	5 <sup>th</sup> July, 2011:	A Groth talk on energy efficiency in buildings.	ET/AG
7.3.3	K Morake talk:	Career guidance fair approx. August 2011: will advise dates.	KM
7.3.4	D Young Talk:		DY/ET

#### **7.4 TREASURER'S REPORT**

##### **7.4.1 MATTERS ARISING FROM PREVIOUS MINUTES**

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	No bank balance received.	GV

#### **7.5 MEMBERSHIP**

##### **7.5.1 MATTERS ARISING FROM PREVIOUS MINUTES**

6.5.2	J Westra membership certificate signed: to be issued.	ET
7.5.2	New application received from J G Gaytandjiev: approved as Ordinary member: to send a letter and details to G Vlug.	ET

#### **7.6 CORRESPONDENCE**

7.5.3	Received invoice from Motheo re printing of BIDP flyer.	GV/ET
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#### **7.7 PUBLICATIONS/NEWS LETTER**

##### **7.7.1 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
	Building materials Information	DY
	Chase ET to keep organisations list up to date.	KM/DY/ET
	Email addresses on site: 30 members say yes and firms interested.	DY

- 6.6.2 Next newsletter. ET to start assembling next newsletter. Draft to A Groth. Write Mosienyane talk into newsletter. Has been put on the website.
- 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
- Do more. DY/ET
- 6.7.3 Parastatals to web site "other organisations". DY/ET
- 7.7.2 A Groth: automatic emails from forums: how to set up? A Groth assistant could look at this. Use the website extra version of Drupal to mirror things? Check publicise counter. AG
- 7.7.3 Suggest that Publications Review Committee take up a 'labour only' contract. A Groth offers sight of his own version. DY/AG

## 7.8 PUBLIC RELATIONS

### 7.8.1 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 to chase director AG
- 4.8.2 Construction Industry forum: circular: MIST etc: still on TOR from organisations Meeting: BIDPA to implement but there are issues with Government payment.

## 7.9 ANY OTHER BUSINESS

None.

## 7.10 NEXT MEETING

- 7.10.1 The next council meeting will be held on Tuesday, 2<sup>nd</sup> August, 2011 at 6pm at plot 915, Gaborone, BIDP shop.
- 7.10.2 Schedule of meetings:  
2<sup>nd</sup> August  
23<sup>rd</sup> August  
20<sup>th</sup> 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
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