



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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**(A0kp)04
BIDP**

MINUTES OF BIDP COUNCIL MEETING NO. 8 2010/2011

Held at BIDP Shop, Plot 915, Gaborone, on 2nd August, 2011 at 6pm.

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

ACT

8.2 PREVIOUS COUNCIL MEETING

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

8.73 ACTIVITIES AND FUNCTIONS:

8.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

8.3.2 Visit to SADC Building:

Organise walk-around: letter to SADC.

Still waiting SADC new date.

ET

1.3.3 Symposium:

Next symposium: Thursday, 27th October 2011.

Means to resolve / avoid disputes. Ask members for suggestions.

ET

A Groth: suggests: 'Managing a project'

'Inception Initiation Implementation'

Same venue: Mokolodi

Ask an economist to participate.

AG

1.8.3.1	<p>Photographic Competition: Some word adjustments: Prizes: 1st, 2nd & 3rd to a value: prizes totalling at least P3000: aim for sponsorship to double that. Not found more sponsors. 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. 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.</p>	ET
	Add a month aim to issue: approx. mid July.	DY/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	<p>Re-launch: radio! TV! G Vlug says BIDP must prime the press etc so as to get information out. Close 15th September. Offer to media: what we can talk about the item: Kutwano magazine.</p>	GV/AG/ET
	<p>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.</p>	
	Advert: to circulate: No report.	DY/ET
	Prizes change to end 30 th September, 2011.	
	Regulations are on the web site.	
2..8.3.1	<p>Tendering for small contractors/subcontractors. Tuesday, 28th June, 2011 Workshop hosted by AEMCB: Advert on papers: The workshop was facilitated by BIDP.</p>	
	Well attended exciting event Mr Moje stated.	
6.3.1	<p>Champagne breakfast: Ask J B Hammond. Email sent to J Hammond on 22je11: try G Vlug for Kalahari Flying Club or Gaborone Game Reserve.</p>	ET
7.3.2	<p>A Groth talk on energy efficiency in buildings. 9th August, 2011 at UB: need project: snacks, beverages.</p>	DY/ET
7.3.3	K Morake talk: Career guidance fair approx. August 2011: will advise dates.	KM
7.3.4	D Young Talk: September at AGM.	DY
8.4	TREASURER'S REPORT	
8.4.1	MATTERS ARISING FROM PREVIOUS MINUTES	
7.4.3	<p>Proposal to purchase a fixed property for BIDP to be looked into. Department of Lands: we want a plot. A Groth asked for subcommittee members: J Musuku and K Morake will assist A Groth. No action since last meeting.</p>	GV/AG/ET
	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.	JM/KM/AG
8.4.2	Cash book balance P37,717.21.	DY
8.4.3	Ellen: do not send notice that people have not paid when they have..	

8.5 MEMBERSHIP

8.5.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 6.5.2 J Westra membership certificate has been issued.
- 7.5.2 J G Gaytandjiev membership certificate signed now: to be issued. ET
- 8.5.2 New applications received:
- 8.5.2.1 M Mutuku, L B Mokotedi, E Chilukwa, Xu Hai and Yan Bing have been approved as Ordinary members. ET
- 8.5.2.2 U Mpoko was approved as Associate member: check with her if that is ok before printing certificate. ET
- 8.5.2.3 T Basoli and R M Makgatlhe have been approved as Student members. ET

8.6 CORRESPONDENCE

- 8.6.1 Gharthey-Togoe letter: decline; offer to refer to lawyer / architect to assist: T Allen? Armstrongs: DY/ET
- 8.6.2 OK for firms listing people: statement.
- 8.6.3 Emails received from Hakim. DY/ET

8.7 PUBLICATIONS/NEWS LETTER

8.7.1 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
 - Eforms: dummy in operation: finalise. DY
 - Kefilwe Makgetho to assist with next primary menu items. ET/Kefilwe
 - 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 ET/Kefilwe
 - Chase ET to keep organisations list up to date. KM/DY/ET
 - Email addresses on site: 30 members say yes and firms interested.
 - Emails addresses added: update firms ET
- 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.
 - D Young to monitor work and project costings: hourly rate: P250? / P200. List from E to K to advise expected hours for approval. 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. things? Check publicise counter. AG/Kefilwe
- 7.7.3 Suggest that Publications Review Committee take up a 'labour only' contract. A Groth offers sight of his own version. DY/AG
- ET to email A Groth for copy. ET
- 8.7.2 BIDP fliers: B Hyde suggested to give content to members for printing to hand out (PDF). DY/ET
- 8.7.3 Start collecting for next newsletter. ET

8.8 PUBLIC RELATIONS

8.8.1 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
Email director: no reply . 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.
Email director: no reply . AG

8.9 ANY OTHER BUSINESS

None.

8.10 NEXT MEETING

- 8.10.1 The next council meeting will be held on Tuesday, 30th August, 2011 at 6pm at plot 915, Gaborone, BIDP shop.
- 8.10.3 Annual General Meeting: organise for 20th September 2011: Agenda/notice. ET

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