



# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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BIDP**

## **MINUTES OF BIDP COUNCIL MEETING NO. 1 2011/2012**

Held at BIDP Shop, Plot 915, Gaborone, on 11th October, 2011 at 6pm.

<b>1.1</b>	<b>Attendance</b>		<b>Phone</b>
1.1.1	President:	Evans Moje	President 310 5073
		Edward Mazhani	Vice President 397 1181
		Ndingililo Hobona	Secretary 71493357
		Ontlametse Onneng	Treasurer 71739548
		David Young	Member 397 1181
		Paul Lyamuya	Member 355 2107
		Chiwala Maipambe	Member 395 1883
		Mutua Mutuku	Member 395 2882
1.1.2	Apologies:	Gerrit Vlug	Member 533 7249
		Andreas Groth	Member 392 3462
1.1.3	Absent:	Paul Shimunza	Member 7147 7822
		Kabelo Morake	Member 397 2002

Vice President prior to chair arrival.  
Welcome – Vice President  
Introductory

## **1.2 PREVIOUS COUNCIL MEETING**

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

## **1.3 ACTIVITIES AND FUNCTIONS:**

### **1.3.1 MATTERS ARISING FROM PREVIOUS MINUTES**

- 8.3.2 Visit to SADC Building:  
Organised walk around – discussed PPP but no actual seeing of the building.  
Vice President will see if he can push for another visit.
- 1.3.3 Symposium:  
Next symposium:  
D Young suggest mid November.

ET

- 1.8.3.1 Photographic Competition: Some word adjustments:  
President and Vice President to sit with executive secretary.  
Have had one submission.  
Advertise in the paper to tell people about it. Correct ending date. Making sure we are ready with judges.  
Open inform schools.  
Champagne breakfast: Gaborone Game Reserve for a Social function before December: ND Hobona to contact g Vlug.
- 1.3.2 CBD: Visit to High Court: D Mwedzi :no response.
- 1.3.3 Future events: more talks with other stakeholders: round table discussion with City Council or Fire Department: discuss how things come to be.

#### **1.4 TREASURER'S REPORT**

##### **1.4.1 MATTERS ARISING FROM PREVIOUS MINUTES**

- 7.4.3 BIDP building needs someone take up the task of finding a suitable site  
Tlokweng, Mogoditshane: check adverts for land allocations.
- 1.4.2 New membership applications have been paid.
- 1.4.3 Invoice from Mega internet – Web site hosting P1,522.00 including vat. Payable every year: must get clarification from ES.
- 1.4.4 Cheques deposit slips handed to O Onneng.
- 1.4.5 Bank statement for August handed to O Onneng.
- 1.4.6 FNB forms regarding change of signatures: Treasurer, President and Secretary.
- 1.4.7 Formal meeting for outgoing treasure to new treasure required. OO/GV
- 1.4.7.1 New treasurer – still sorting out work situation: need written letter to employer.
- 1.4.7.2 President to write a letter to employer to inform of appointment. EM
- 1.4.7.3 Mean time delay submission of change of signatory.
- 1.4.7.4 Account is with Lobatse branch but any branch may be used.
- 1.4.8 Monitoring subscriptions: Executive secretary has the information.

#### **1.5 MEMBERSHIP**

##### **1.5.1 MATTERS ARISING FROM PREVIOUS MINUTES**

- 1.5.2 Six New applications received: (All applicants: check proposals and seconded were fully paid up members.
- 1.5.2.1 B Gabosekegwe has been approved as Ordinary member: send a letter. ET
- 1.5.2.2 S B Morobolo has been approved as Ordinary member. send a letter. ET
- 1.5.2.3 O O Chibua has been approved as Ordinary member. send a letter. ET
- 1.5.2.4 T Mogwe has been approved as Ordinary member. On condition of proof of IBQS. ET
- 1.5.2.5 M Sitali has been approved as Associate member: send a letter. ET
- 1.5.2.6 G Manis: academic certificate not submitted. Remind him. ET
- 1.5.3 Ways of improvement of recruitment of new members.
- 1.4.4 Contracts: presentation or meeting with Banks.
- 1.4.5 Have a way of giving information to public. (marketing sub-committee)

#### **1.6 CORRESPONDENCE**

- 1.6.1 Received letter from ERB: forward to general membership. Get Executive secretary to follow up with phone calls. DY/ET

## **1.7 PUBLICATIONS/NEWS LETTER**

### **1.7.1 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: have been set up. Idea for firms to be able to subscribe.  
Kefilwe Makgetho has to assisted on website.  
Discussion A Groth and D Young agreed.  
Define, get quotation and decide whether to implement.  
Not done already, we got a bill from K Makgetho – not consistent with discussion before -brief look revealed 2 spelling errors so needs someone to look it through. Do quality checks:  
President to do checking and will have discussion with Kefilwe.  
Automatic emails: still not sorted. Technical issues persist.
- 8.7.3 Start collecting for next newsletter. ET  
No time table: suggest – time table for publishing.  
Sub-committee for newsletter: 2 x members to liaise with executive secretary: E Mazhani, C Maipambe.

1.7.2 Contracts: Publication Review Committee:

1.7.2.1 Labour Only Contract: D Young has circulated draft: progress ok but still more could be done.

## **1.8 PUBLIC RELATIONS**

### **1.8.1 MATTERS ARISING FROM PREVIOUS MINUTES**

- 6.6.1 Government non-payment: Kille & Dannhauser payment problem with DBES:  
Still not settled: with regards to meeting with the director.  
BIDP to look at situation holistically: ask members to send news if they have similar issues – take it from here.
- 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  
Still on going

## **1.9 ANY OTHER BUSINESS**

- 1.9.1 Vice Chairman propose duration of meetings.
- 1.9.2 Secretary to see if format can not be compressed NDH
- 1.9.3 Council members must read the minutes before meeting. ALL
- 1.9.4 Well come remarks from President:
- 1.9.5 Regarding symposium:
- 1.9.5.1 Empower individuals – invitations and symposium – depend on Council members to participate in the talks.
- 1.9.5.2 Guideline in next 12 months: Thank you.
- 1.9.6 Covered by constitution and regulations but room for improvement.

## **1.10 NEXT MEETING**

- 1.10.1 The next council meeting will be held on Tuesday, 22<sup>nd</sup> November, 2011 at 6pm at plot 915, Gaborone, BIDP shop.
- 1.10.2 Secretary and Executive Secretary to prepare schedule for next year. NDH/ET

The meeting was adjourned at 19h57

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	Ndingililo Hobona - Secretary	71493357	ndhobona@yahoo.com	
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