



# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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**(A0kp)04  
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         |

ACT

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.

## **1.73 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.
- 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 (action chair and vice chair)

- 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.

- 7.3.3 Morake talk not happened not likely.

- 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 into City Council or Fire Department: Clinics how things come to be.

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

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

- 7.4.3 BIDP needs someone take up the tank  
Tlokweng, Mogoditshane: check adverts.

- 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 \*

- 1.4.5 Bank statement for August handed to\*

- 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.

- 1.4.7.1 New treasurer – still sorting out situation: need written letter to employer.

- 1.4.7.2 President to write a letter to employer to inform of appointment.

- 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 have been approved as Ordinary member: send a letter.

- 1.5.2.2 S B Morobolo have been approved as Ordinary member. send a letter.

- 1.5.2.3 O O Chibua have been approved as Ordinary member. send a letter.

- 1.5.2.4 T Mogwe have been approved as Ordinary member. On condition of proof of IBQS.

- 1.5.2.5 M Sitali have been approved as Associate member: send a letter.

- 1.5.2.6 G Manis: academic certificate not submitted. Remind him.

- 1.5.3 Ways of improvement of recruitment of new members.

ET

ET

ET

ET

ET

ET

- 1.4.4 Contracts: presentation or meeting with Banks.
- 1.4.4.5 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 \*.

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 can 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.
- 8.7.2 BIDP Fliers: B Hyde suggest to give content to members for printing to hand out (PDF).
- 8.7.3 Start collecting for next newsletter.
  - No time table: suggest – time table for publishing.
  - Sub-committee for newsletter: 2 x members to liaise with executive secretary: E Mazhani, C Maipambe.

ET/DY  
ET

- 1.7.2 Contracts: Publication Reveiw Committee:
- 1.7.2.1 Labour Only Contract: D Young have 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
  - P & VP to ask for meeting with Director??
  - Look at is 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 .
  - Still on going

AG

## 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
- 1.9.3 Council members must read the minutes before meeting.
- 1.9.4 Well come remarks from President:
- 1.9.4.1 Organisation write history – must deliver, standard set locals achieved, build up on it.
- 1.9.4.2 Leave out own .....
- 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 General 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.

NH/ET

The meeting was adjourned at 19h57

|     | President                      |           | Secretary                 |
|-----|--------------------------------|-----------|---------------------------|
| Cc: | Andreas Groth - President      | Fax       | Email                     |
|     | Joseph Musuku - Vice President | 392 3632  | agas@info.bw              |
|     | Gerrit Vlug - Treasurer        | 71768907  | gmusuku@hotmail.com       |
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