



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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BIDP**

MINUTES OF BIDP COUNCIL MEETING NO. 5 2011/2012

Held at BIDP Shop, Plot 915, Gaborone, on 20th March, 2012 at 6pm.

5.1 Attendance

			Phone
5.1.1	Present:	Evans Moje	President 310 5073
		Edward Mazhani	Vice President 397 1181 (chairing the meeting)
		Ndingililo Hobona	Secretary 71493357
		David Young	Member 397 1181
		Chiwala Maipambe(tardy)	Member 395 1883
5.1.2	Apologies:	Andreas Groth	Member 392 3462
		Paul Shimunza	Member 7147 7822
5.1.3	Absent:		
		Mutua Mutuku	Member 395 2882
		Ontlametse Onneng	Treasurer 71739548
		Kabelo Morake	Member 397 2002

5.2 PREVIOUS COUNCIL MEETING

- 5.2.1 The minutes of the previous council meeting were agreed to be a true record by those then present, except that C Maipembe was late from the last meeting. Proposed by D Young and seconded by Evans Moje

5.3 ACTIVITIES AND FUNCTIONS:

5.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 8.3.2 Visit to SADC Building: EM to peak to project Manager. On going

EM

1.3.3 Symposium:

Date: Thursday, 19th April, 2012

Venue: 1st option Mokolodi quote received

2nd option BNPC quote received.

Speakers:

Keith Jefferis: Macro-economist opportunities in Infrastructure
Investment - impact on the economy. Government
strategic level

Major David Hobona Project inception, initiation and implementation

Paul Shimunza: Getting the brief right, Getting the project cycle right,
Getting time squeezing: examples of what projects that
have gone wrong.

	Chiwala Maipembe	Procurement of building supplies (BOBS standards, SAS standard): What documents to use when ordering, standards to be accessible to people on site.	
	Ulf Sorderstrom	Implementation of project at DBES: defining the roles of the stakeholders: Deputy PS (MIST)	
	David Young	Site supervision: Clerk of works, Resident staff, proportionate of professionals.	
	Morning session up till lunch: some discussion after lunch: fairly sure of speakers.		
1.8.3.1	Photographic Competition: On going		DY/ET
	Champagne breakfast: D Y to volunteer gas stove: Sandy Grant to speak?		
	1 st May 2012: advertise at the symposium: inform people: grocery & cutlery:		NDH
2.3.3	Future events: round table discussion with City Council or Fire Department regarding their process: on going		
3.3.2	Linux presentation by D Young 10 th May- on going:		DY
3.3.3	Site visit to Botswana Public Service Auditorium to be arranged for later September in the year: on going		
3.3.4	3 rd visit to airport a possibility – set a date for visit: once completed: on going		DY
3.3.5	Campus Recreation at UB – E Mazhani will assist.		ETM
5.4	TREASURER'S REPORT		
5.4.1	MATTERS ARISING FROM PREVIOUS MINUTES		
1.4.7.1	D Young propose Ellen to be employed to run petty cash etc under supervision from acting treasurer: propose – president, up and Secretary to be signatory: P Shimunza volunteered to be acting treasurer		
	Review secretary salary to P30.00/hour: vehicle allowance P2.50/km. On course to happen.		
	Write letter to ET advising Council has increased rate.		NDH
	More work required to get up accounts: work on D Young's computer but not on Ellen's yet: petty cash need proper records.		
5.4.2	Received Invoice from Young Architects: to pay.		ET
5.4.3	Bank balance: P36,350.41		
5.5	MEMBERSHIP		
5.5.1	MATTERS ARISING FROM PREVIOUS MINUTES		
1.5.3	Recruitment: On going		
5.6	CORRESPONDENCE		
5.6.1	Paul Lyamuya resignation Letter: D Young draft letter presented for comment.		
	Revise the first part of the letter still making the point that all affected must be given the opportunity to comment. Add that council agrees.		
5.7	PUBLICATIONS/NEWS LETTER		
5.7.1	MATTERS ARISING FROM PREVIOUS MINUTES		
7.7.3	BIDP electronic forms on website: on going		
	There are samples on the website: possibly make a minor works labour only available. Will aim for June.		
	Website: We have a machine at Mega – operating system needs to be replaced as new one breaks down and requires them to fix every so often.		
	Propose a secure website and a public website. Use the same as D Young's system.		DY
	Update of website will require Ellen to be assisted so far D Young but short of time will need more people.		
	Check that Ellen has sent out the draft of Minor Works Labour Only Contract: it is sufficiently done.		
8.7.3	Newsletter: No update from C Maipambe yet: ask ET to write a draft.		NDH

- 1.7.2.1 Labour Only Contract: Will put a draft to council for approval soon.
 - Insurance
 - BURS
 E Mazhani, E Moje & M Mogomela to follow through EM/ETM
- 1.4.4 Contracts: presentation or meeting with Banks. On going
 Mr Moje to report EM
 Talk to the committee of banks: Banks still using valuers to inspect and measure stages.
 Talk to banks about developments and contracts
 Propose to professional architects and engineers.
- 5.7.2 Publications committee:
 5.7.2.1 Must report once a year: invite other organisations: people who participate get P100 sitting allowance plus breakfast. ET
 5.7.2.2 Has achieved the Labour Only Contract: also note not possible to have BoQs with labour only contract
- 5.8 PUBLIC RELATIONS**
- 5.8.1 *MATTERS ARISING FROM PREVIOUS MINUTES*
 6.6.1 Government non-payment: letter to DBES: on going EM
 Check with Kille & Dannhauser if they have been paid: opportunity for BIDP to help members. Still not paid: still hoping it will be resolved.
- 5.9 ANY OTHER BUSINESS**
- 5.9.1 Registration of Architects
 5.9.3 Propose to invite ARC to BIDP symposium in April: ask if they would be prepared to make presentation to BIDP and the General Public: introduce BIDP as a multi Disciplinary Professional Association.
 5.9.4 Facilities Management has been classified at PPADB under Real Estate: E Mazhani will look in to it to: worry is that the wrong people will be doing it.
- 5.10 NEXT MEETING**
- 5.10.1 The next council meeting will be held on Tuesday, 24th April, 2012 at 6pm at plot 915, Gaborone, BIDP shop.
 5.10.2 Schedule for next year Council meetings:
 Tuesday, 22nd May, 2012
 Tuesday, 19th June, 2012
 Tuesday, 24th July, 2012
 Tuesday, 21st August, 2012

The meeting was adjourned at 19h50

	President		Secretary
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