



# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

**P.O. Box 827  
Gaborone**

**Fax: 3971181  
Mobile (Executive secretary): 7181 6811  
e-mail: [bidp@mega.bw](mailto:bidp@mega.bw)  
website: <http://www.bidp.bw>**

**(A0kp)04  
BIDP**

## MINUTES OF BIDP COUNCIL MEETING NO. 6 2011/2012

Held at BIDP Shop, Plot 915, Gaborone, on 8<sup>th</sup> May, 2012 at 6pm.

6.1	Attendance			Phone
6.1.1	Present:	Evans Moje	President	310 5073 / 7216 5484
		Edward Mazhani	Vice President	397 1181 / 7436 2259
		Ndingililo Hobona	Secretary	7149 3357
		David Young	Member	397 1181 / 7424 2618
		Chiwala Maipambe	Member	395 1883/ 7172 5039
		Mutua Mutuku	Member	395 2882 / 7211 6323
6.1.2	Apologies:	Andreas Groth	Member	392 3462 / 7211 2213
6.1.3	Absent:	Kabelo Morake	Member	397 2002 / 7164 5708
		Ontlametse Onneng		7173 9548
			Treasurer	
6.2	PREVIOUS COUNCIL MEETING			
6.2.1	The minutes of the previous council meeting were agreed to be a true record by those then present. Proposed by Edward Mazhani and seconded by D Young.			
6.3	ACTIVITIES AND FUNCTIONS:			
6.3.1	MATTERS ARISING FROM PREVIOUS MINUTES			
8.3.2	Visit to SADC Building: EM to peak to project Manager. Not been successful getting through the number. ETM to try			ETM/EM
1.3.3	Symposium: Could have been better but quite good: profit P4,437.50 Talks were good, feedback good: C Maipambe did well E Moalosi was invited and pulled out the night before. P Shimunza pulled out last minute: D Young gave the talk instead and it was good. G Manis gave positive feedback with recommendations for the future.			
1.8.3.1	Photographic Competition: Need to be postponed: D Young is too busy to get it done in May. Aim for feedback at next meeting in June.			DY
1.8.4	Champagne breakfast: 2 <sup>nd</sup> July, 2012: D Young to volunteer gas stove: Invite Sandy Grant to speak: On going			NDH

2.3.3	Future events: round table discussion with City Council or Fire Department regarding their process: Mutua Mutuku will follow up: arrange for some time over the University break.	MM DY ET
3.3.2	Linux presentation by D Young 7 <sup>th</sup> June - on going: Time and venue, will likely to be UB – will organise snacks and drinks.	
3.3.3	Site visit to Botswana Public Service Auditorium to be arranged for later in the year: DY no longer involved with contract administration.	
3.3.4	3 <sup>rd</sup> visit to airport a possibility – set a date for visit: once completed: may be another two months. On going	DY
3.3.5	Campus Recreation at UB – E Mazhani will assist. C Maipambe spoke to engineer: asked to write a letter requesting visit: proposed date: Thursday 26 <sup>th</sup> July, 2012. UB conference: to confirm date.	CM/ETM/ NDH ETM
6.3.2	Set up a forum which is more informational rather than seminar for members of the Public wishing to build their own homes. Evidence of need of public education regarding costs, contracts, design: could invite tenderers as well.	ALL

#### **6.4 TREASURER'S REPORT**

##### **6.4.1 MATTERS ARISING FROM PREVIOUS MINUTES**

5.4.1	More work required to get up accounts: work on D Young's computer but not on Ellen's yet: petty cash need proper records. Write letter to ET advising Council has increased rate. Letter must be formalised.	NDH/ET ETM
6.4.2	Received resignation letter from P Shimunza: need volunteer – book year end of June. ETM volunteered to be interim treasurer	
6.4.3	Ellen has been working well on the books: not huge amount of work for treasurer.	
6.4.4	Bank balance as at 30 <sup>th</sup> April P36,722.95.	
6.4.5	There is back log regarding sitting allowance and need to be settled.	
6.4.6	Received Invoice from CASLE: to pay.	

#### **6.5 MEMBERSHIP**

##### **6.5.1 MATTERS ARISING FROM PREVIOUS MINUTES**

6.5.2	New applications received from the following:	
6.5.2.1	Oduetse Tebogo: Approved for ordinary member.	
6.5.2.2	Baandile B Kgakanyane – write to him acknowledging his application and offer him associate membership	
6.5.2.3	Webster M Hapadziwi - write to him acknowledging his application and offer him associate membership. NB: 15 years of experience of working in the field with a diploma may be considered for ordinary membership – but having been an associate first.	
6.5.3	CP has given out two applications to prospective members.	

#### **6.6 CORRESPONDENCE**

6.6.1	Paul Lyamuya resignation Letter: Letter not written but D Young did have a meeting with Paul.	DY
6.6.2	UB School of Architecture Exhibition: requesting support attendance: contribute 2 snack platters from Pick'N Pay.	ET
6.6.3	P Shimunsa relocating to Zambia – letter received.	
6.6.4	Department of Energy letter require feedback on whether * use. Will confirm with A Groth if done.	EM/AG ET
6.6.7	Received membership certificate from BOCCIM: but name not correct.	

#### **6.7 PUBLICATIONS/NEWS LETTER**

##### **6.7.1 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.	DY
-------	---	----

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. After the month of May D Young will be able to do it. Update of website will require Ellen to be assisted so far D Young but short of time will need more people.

8.7.3 Newsletter: No update from C Maipambe yet: ask ET to write a draft. Symposium material may be incorporated.

CM

1.7.2.1 Minor Works Labour Only Contract has been circulated: E Mazhani has comments.

ETM

5.7.2.2 Also note not possible to have BoQ with labour only contract. Outlines for maintenance contract: design and building could adapt consultant.

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. Will overlap with topics for forum

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. Obtained copies of the NEC from UIC – will have a lending usage for members.

ET

6.7.2 Certificate and Instruction pads: people are still trying to buy. Prepare the form with colour and firms name on the cover – then if available electronic forms: make available for sale.

DY

## 6.8 PUBLIC RELATIONS

### 6.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

6.6.1 Government non-payment: letter to DBES: on going Kille & Dannhauser still not paid opportunity for BIDP to help members. Still hoping it will be resolved. Write to the P.S: copy letter to relevant people at BOCCIM.

EM

6.7.1 Boidus did not wish to pay to attend symposium but will publish something if we have some material.

As Mr Rantshilo paid to attend he will get material and opportunity to publish first.

## 6.9 ANY OTHER BUSINESS

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. after 15<sup>th</sup> of May: Find requirements for Facilities Management

ETM

6.9.1 Gerrit Vlug: loss to BIDP: Propose to package something to the family from BIDP – he worked very hard for BIDP – contracts, newsletters and treasurer. Will send something on Monday..

DY/ET

## 6.10 NEXT MEETING

6.10.1 The next council meeting will be held on Tuesday, 19<sup>th</sup> June, 2012 at 6pm at plot 915, Gaborone, BIDP shop.

6.10.2 Schedule for next year Council meetings:

Tuesday, 19<sup>th</sup> June, 2012  
Tuesday, 24<sup>th</sup> July, 2012  
Tuesday, 21<sup>st</sup> August, 2012

The meeting was adjourned at 19h55

	President		Secretary
		Fax	Email
Cc:	Evans Moje - President	310 5076	ekmoje@mega.bw
	Edward Mazhani - Vice President	74362259	mazhaniet@mopipi.ub.bw
	Ontlametse Onneng - Treasurer	538 0603	o.onneng@gmail.com
	Ndingililo Hobona - Secretary	71493357	ndhobona@yahoo.com
	Andreas Groth	392 3462	agasgroth@gmail.com
	David Young	397 1181	ya@yabw.net
	Kabelo Morake	397 2002	kabelo@agb.co.bw
	Chiwala Maipambe	395 1883	chiwala.m@fitzwilliam.co.bw
	Mutua Mutuku	7211 6323	mutua@symbion-int.co.bw
	File		