



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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BIDP**

MINUTES OF BIDP COUNCIL MEETING NO. 7 2011/2012

Held at BIDP Shop, Plot 915, Gaborone, on 19th June, 2012 at 6pm.

7.1	Attendance		Phone
7.1.1	Present:	Evans Moje Ndingililo Hobona David Young Mutua Mutuku	President Secretary Member Member 310 5073 / 7216 5484 7149 3357 397 1181 / 7424 2618 395 2882 / 7211 6323
7.1.2	Apologies:	Andreas Groth Edward Mazhani	Member Vice president 392 3462 / 7211 2213 71362259
7.1.3	Absent:	Kabelo Morake Ontlametse Onneng Chiwala Maipambe	Member Treasurer Member 397 2002 / 7164 5708 7173 9548 395 1883/ 7172 5039

7.2 PREVIOUS COUNCIL MEETING

7.2.1 The minutes of the previous council meeting were corrected and agreed to be a true record by those then present. Proposed by D Young and seconded by M Mutuku.

7.3 ACTIVITIES AND FUNCTIONS:

7.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

8.3.2	Visit to SADC Building: EM attending to it and will give feedback shortly.	ETM/EM
1.8.3.1	Photographic Competition: Need to be postponed: D Young aiming for feedback at next meeting in July.	DY
1.8.4	Champagne breakfast: 2 nd July, 2012: 10.30 am start 11am guest speech. D Young to volunteer gas stove: Invite Sandy Grant to speak suggested topic Notwane river and developments around and on it. Menu discussed. Budget 1/3 bottle per adult. Charge P50 per adult & P30 per child separate from entrance fee. NDH to visit venue.	NDH
2.3.3	Future events: round table discussion with City Council or Fire Department regarding their process: Mutua Mutuku struggling for response from fire dept but will call again	MM
3.3.2	Linux presentation by D Young 7 th June –Talk started late as UB security could not find keys to open.	DY/ET

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 rd 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: proposed date: Thursday 26 th July, 2012. NDH to write letter requesting visit & coordinate with CM & ETM UB conference: to confirm date.	CM/ETM/ NDH ETM
7.3.2	Set up a forum which is more informational rather than seminar for members of the Public wishing to build their own homes. Start preparations now even if scheduled for the next year.	EM/NDH
7.4	TREASURER'S REPORT	
7.4.1	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.	ET/ETM
7.4.2	Subscription non-payment: Proposal to issue dated yearly certificates to encourage renewal of subscription.	
7.4.3	Issue at bank with signatories as forms have Vlug's and Shimunza's names but intermediary treasurer to resolve the issue.	ETM
7.4.4	Bank balance as at 31st May P37, 117.69.	
7.4.5	There is back log regarding sitting allowance and needs to be settled.	ETM/ET
7.4.6	Received Invoice from CASLE: PAID	
7.5	MEMBERSHIP	
7.5.1	MATTERS ARISING FROM PREVIOUS MINUTES	
7.5.2.2	Baandile B Kgakanyane Accepted associate membership	
7.5.2.3	Webster M Hapadziwi - Accepted associate membership	
7.6	CORRESPONDENCE	
7.6.1	Paul Lyamuya resignation Letter: Letter still to be written	DY
7.6.2	UB School of Architecture Exhibition: requesting support attendance: contribute 2 snack platters from Pick'N Pay.DONE	ET
7.6.4	Department of Energy letter require feedback on whether * use. Will confirm with A Groth if done. On going	EM/AG
7.6.7	Certificate from BOCCIM now corrected and ready for collection	ET
7.7	PUBLICATIONS/NEWS LETTER	
7.7.1	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 July. 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.	DY
8.7.3	Newsletter: No update from C Maipambe yet: ask ET to write a draft. Symposium material may be incorporated. DY to put together text from his symposium presentation. EM will follow up with CM	CM
1.7.2.1	Minor Works Labour Only Contract has been circulated: E Mazhani has comments- follow up on circulating comments to committee.	ET/ETM

- 1.4.4 Contracts: presentation or meeting with Banks. On going
Mr Moje to report
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 EM
- 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
- 7.7.2 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. Need paper as old type not suitable for new printers. On going DY

7.8 PUBLIC RELATIONS

7.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 6.6.1 Government non-payment: letter to DBES: on going EM/ET
Kille & Dannhauser and others still not paid
Write to the P.S: copy letter to relevant people at BOCCIM. Find previous correspondence from ET and refer to it

7.9 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 15th of May: Find requirements for Facilities Management ETM
- 7.9.1 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..Short script done already and will be copied to committee in the next couple of weeks DY/ET
- 7.9.2 BOBS presentation on product marking was given with very short notice. BIDP to write letter to BOBS to find out if another is scheduled. Presentation is good opportunity to present issues being had with product marking

7.10 NEXT MEETING

- 7.10.1 The next council meeting will be held on Tuesday, 24th July, 2012 at 6pm at plot 915, Gaborone, BIDP shop.
- 7.10.2 Schedule for next year Council meetings:

President

Secretary

	President	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
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	Chiwala Maipambe	395 1883	chiwala.m@fitzwilliam.co.bw
	Mutua Mutuku	7211 6323	mutua@symbion-int.co.bw
	File		