



# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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BIDP**

## **MINUTES OF BIDP COUNCIL MEETING NO. 8 2011/2012**

Held at BIDP Shop, Plot 915, Gaborone, on 28<sup>th</sup> August, 2012 at 6pm.

<b>8.1</b>	<b>Attendance</b>		<b>Phone</b>
8.1.1	Present:	Evans Moje David Young Mutua Mutuku Andreas Groth Chiwala Maipambe	President Member Member Member Member 310 5073 / 7216 5484 397 1181 / 7424 2618 395 2882 / 7211 6323 392 3462 / 7211 2213 395 1883/ 7172 5039
8.1.2	Apologies:	Ndingililo Hobona Edward Mazhani Ontlametse Onneng	Secretary Vice president Treasurer 7149 3357 71362259 7173 9548
8.1.3	Absent:	Kabelo Morake	Member 397 2002 / 7164 5708

## **8.2 PREVIOUS COUNCIL MEETING**

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

## **8.3 ACTIVITIES AND FUNCTIONS:**

### **8.3.1 MATTERS ARISING FROM PREVIOUS MINUTES**

8.3.2 Visit to SADC Building: E Mazhani sent email to Sam on 28<sup>th</sup> August, 2012.

1.8.3.1 Photographic Competition: D Young can not do it. Agreed to drop it.

1.8.4 Champagne breakfast:

This happened: no profit: made though.

S Grant gave an en-lightning talk on water in Botswana.

2.3.3 Future events: round table discussion with City Council or Fire Department regarding their process: M Mutuku not getting much joy from Fire Department, about a talk on Fire Regulations. Agree that M Mutuku should try one more time.

3.3.2 Linux presentation by D Young: This happened: though poorly attended. D Young to compile text for Ellen to distribute and for the newsletter.

MM

DY

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.	DY
3.3.4	D Young to arrange a 3 <sup>rd</sup> visit to airport. It will be interesting to see how the new contractor has taken on the works- there are valuable lessons to be learnt from this project.	
3.3.5	Campus Recreation at UB – E Mazhani will assist. C Maipambe drafted a letter to be sent out to the architect for recommendation to UB to allow the visit.	CM
	UB conference: to confirm date.	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
8.3.2	D Young to approach the following for the possible talks during the up coming Annual General Meeting: Letters to: a) L Mosienyane - Critique on the implementation of the CBD master plan b) L Mokotedi - Proposal for Construction Industry Coordinating body. c) Architects Registration Council - This talk to be held later after the AGM.	
<b>8.4</b>	<b>TREASURER'S REPORT</b>	
<b>8.4.1</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
5.4.1	More work required to get up accounts: E Mazhani to look through books and confirm that records are kept well.	ETM
7.4.2	Subscription non-payment: Proposal to issue dated yearly certificates to encourage renewal of subscription.	
7.4.3	Bank signatories to remain as is until the AGM.	
7.4.4	Bank balance as at 31st July P36, 370.50.	
7.4.5	Sitting allowance backlogs settled.	
<b>8.5</b>	<b>MEMBERSHIP</b>	
<b>8.5.1</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
7.5.2.1	Tebogo Oduetse -certificate signed and to be issued	ET
7.5.2.2	Baandile B Kgakanyane -certificate signed and to be issued	ET
7.5.2.3	Webster M Hapadziwi - certificate signed and to be issued	ET
8.5.2	New application received from J Mfanyane: D Young to write to him to clarify: a) His practicing as an architect. b) Interior design qualification c) Number of years spent in college. If satisfactory, he will be admitted as Associate member.	
8.5.3	New application received from Ronald K Changwony: to be offered Associate member.	DY ET
<b>8.6</b>	<b>CORRESPONDENCE</b>	
8.6.1	Paul Lyamuya resignation Letter: D Young to finalise letter.	DY
8.6.2	E Tshoganetso sick leave payment: D Young to follow up with Rhoss (Pty) Ltd to clarify hourly paid employee's entitlement to: a) Sick leave b) annual leave c) severance pay	ET
<b>8.7</b>	<b>PUBLICATIONS/NEWS LETTER</b>	
<b>8.7.1</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
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 September. 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.	DY

- 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: C Maipambe to get in touch with Ellen on 29<sup>th</sup> August 2012 for compilation of newsletter. CM
- 1.7.2.1 Minor Works Labour Only Contract has been circulated: ET  
E Mazhani's comments received: to be presented to the Publications Review Committee for consideration.
- 1.4.4 Contracts: presentation or meeting with Banks. On going EM  
Mr Moje to seek assistance from M Mogomela.
- 5.7.2 Publications committee: ET  
5.7.2.1 Must report once a year: invite other organisations: .  
D Young to contact U Soderstrom on usage by Government of BIDP's Nominated sub-contract form base on Fidic. DY
- 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

## 8.8 PUBLIC RELATIONS

### 8.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 6.6.1 Government non-payment: letter to DBES: on going EM  
E Moje to write to A Groth to forward previous correspondence.

## 8.9 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
- 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. D Young to circulate to council members draft letter for comments.
- 7.9.2 BOBS presentation on product marking was given with very short notice. BIDP to write to BOBS and propose: DY  
a) BOBS data to be made available in the internet and for free.  
b) Pre-cast pre-stressed lintels to have quality stamps.

## 8.10 NEXT MEETING

- 8.10.1 The next meeting will be the Annual General Meeting to be held on Tuesday, 25<sup>th</sup> September, 2012 at 6pm at Botswana Craft.

	President			Secretary
Cc:	Evans Moje - President	Fax	Email	
	Edward Mazhani - Vice President	310 5076	ekmoje@mega.bw	
	Ontlametse Onneng - Treasurer	74362259	mazhaniet@mopipi.ub.bw	
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	Andreas Groth	71493357	ndhobona@yahoo.com	
	David Young	392 3462	agasgroth@gmail.com	
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