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| **(A0kp)04** |
| **BIDP** |
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| **MINUTES OF BIDP COUNCIL MEETING NO. 1 2012/2013** |
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| Held at BIDP Shop, Plot 915, Gaborone, on 30th October, 2012 at 6pm. |

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| **1.1** | | | **Attendance** |  |  | **Phone** |  | | |
| 1.1.1 | | | Present: | Edward Mazhani | Treasurer | 71362259 |  | | |
|  | | |  | David Young | Member | 397 1181 / 7424 2618 |  | | |
|  | | |  | Chiwala Maipambe | Member | 395 1883/ 7172 5039 |  | | |
|  | | |  | L Mosienyane | Member | 397 4334 |  | | |
|  | | |  | K Mokwete | Member | 7550 5291 |  | | |
|  | | |  | Ndingililo Hobona | Secretary | 7149 3357 |  | | |
|  | | |  |  |  |  |  | | |
| 1.1.2 | | | Apologies: | Evans Moje | President | 310 5073 / 7216 5484 |  | | |
|  | | |  | Andreas Groth | Member | 392 3462 / 7211 2213 |  | | |
|  | | |  |  |  |  |  | | |
| 1.1.3 | | | Absent: | Mutua Mutuku | Vice president | 395 2882 / 7211 6323 |  | | |
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|  | | |  |  |  |  | ACT | | |
| **1.2** | | | **PREVIOUS COUNCIL MEETING** |  | | | | | |
| 1.2.1 | | | The minutes of the previous council meeting were agreed after corrections to be a true record by those then present. Proposed by D Young and seconded by C Maipembe. |  |  | | | | |
|  | | | Meeting chaired by E Mazhani who proposed for the President to formally welcome the new council at the next meeting: |  |  | | | | |
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| **1.3** | | | **ACTIVITIES AND FUNCTIONS:** |  | | | | | |
| *1.3.1* | | | *MATTERS ARISING FROM PREVIOUS MINUTES* |  |  | | | | |
|  | | | *8.3.2* | Visit to SADC Building: E Mazhani sent email to Sam on 28th August, 2012. |  |  | | | |
|  | | | 2.3.3 | Future events: round table discussion with City Council or Fire Department regarding their process: Agree that M Mutuku should try one more time. Still pending. |  | MM | | | |
|  | | | 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. |  | 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. | | | | | |  |  |
|  | 3.3.4 | D Young to arrange a 3rd visit to airport | | | | | |  |  |
|  |  | Get lessons from Project manager: organise once nearing completion. | | | | | |  | DY |
|  | 3.3.5 | Campus Recreation at UB – E Mazhani will assist. | | | | | |  | CM |
|  |  | Project architect suggested talking to Physical planner: C Maipambe to draft letter. | | | | | |  | CM/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. | | | | | |  |  |
|  |  | Publications committee and committee would support | | | | | |  | EM/NDH |
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| ***1.4*** | ***TREASURER'S REPORT*** | | | | | | | |  |
| *1.4.1* | *MATTERS ARISING FROM PREVIOUS MINUTES* | | | | | | | |  |
|  | 5.4.1 | Accounts: done. | | | | | |  | |
|  | 7.4.2 | Subscription non-payment: Proposal to issue dated yearly certificates to encourage renewal of subscription. | | | | | | Council | |
|  | 7.4.3 | Bank signatories: revised signatory: confusion with bank regarding number of signatories required on cheque: ET still pursuing. | | | | | | ET | |
|  | 7.4.4 | Bank statement received: balance as at 30th September P32,871.55. | | | | | |  | |
| 1.4.2 | Invoice received from BOCCIM for annual subscription fee – will pay. | | | | | | |  | ET |
| 1.4.3 | Received invoice from Accountant for P5,703.00: cheque prepared. | | | | | | |  |  |
| 1.4.4 | Invoice for Ellen's salary – cheque prepared. | | | | | | |  | EM |
| 1.4.5 | Correct financial statements from AGM – ETM signed already – President will sign. | | | | | | |  |  |
| 1.4.6 | List of members indicating paid up and unpaid subscriptions: | | | | | | |  |  |
|  | Remind ET to use Red paper for reminders. | | | | | | |  | ET |

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| 1.4.7 | | | SADC visit with UB students but end of year now and reschedule to mid February 2013. | | | | |  | ETM |
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| **1.5** | | | **MEMBERSHIP** | | | | |  |  |
| 1.5.1 | | | *MATTERS ARISING FROM PREVIOUS MINUTES* | | | | | |  |
|  | | | 7.5.2.1 | T Oduetse, B Kgakanyane and W Hapadziwi-certificates signed and issued. | | | | |  |
|  | | | 8.5.2 | New application received from J Mfanyane: D Young to write to him to clarify: | | | | |  |
|  | | |  | Letter sent and no response received. | | | | |  |
|  | | | 8.5.3 | Ronald K Changwony certificate issued. | | | | |  |
| 1.5.2 | | | New applications received from: | | | | | |  |
| 1.5.2.1 | | | Cliff Robertson – document pending: MRICS, BSC, MBA, MA – request copies of certificates. | | | | | | ET |
| 1.5.2.2 | | | Bose Mokoka – B.ENG Construction Management: C Maipambe to comment tomorrow 30oc12. | | | | | | CM |
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| **1.6** | | | **CORRESPONDENCE** | | | | |  |  |
| 1.6.1 | | | Paul Lyamuya resignation Letter: Draft letter presented. | | | | |  |  |
|  | | | Grammer correction but fine in essence: Committee approved letter to be sent off to PL. | | | | |  |  |
| 1.6.2 | | | E Tshoganetso sick leave payment: D Young went to Labour Office: | | | | |  |  |
|  | | | a) Sick leave - 20 days applied to part-time employees. | | | | |  |  |
|  | | | b) annual leave - applied to part-time employees. | | | | |  |  |
|  | | | c) severence pay - ( not clear) | | | | |  | DY |
|  | | | BIDP must formalise contract with ET (treasurer to follow up). | | | | |  | ETM |
|  | | | New labour Act must be read - note | | | | |  | ALL |
|  | | | D Young to inform committee once checked. Must establish a clear contract break December to January. | | | | |  | DY |
|  | | | Secretary must write a letter every year welcoming the Executive Secretary. | | | | |  | NDH |
| 1.6.3 | | | Received letter from MIST, Department of Research and Technology invitation. | | | | |  |  |
| 1.6.4 | | | Invitation received from MIST regarding Construction Pitso on 6th December: BIDP to nominate 2 people: ETM to attend, E Moje may be? D Young if E Moje not. | | | | |  |  |
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| **1.7** | | | **PUBLICATIONS/NEWS LETTER** | | | | |  |  |
| *1.7.1* | | | *MATTERS ARISING FROM PREVIOUS MINUTES* | | | | | |  |
|  | | | 7.7.3 | BIDP electronic forms on website: on going | | | |  |  |
|  | | |  | Some forms are available on line. | | | |  |  |
|  | | |  | Website: needs more focused time but contracting it out could be about P800/hour and many hours. | | | |  |  |
|  | | |  | Would benefit BIDP and easier to up date – on going. | | | |  | DY |
|  | | | 8.7.3 | Newsletter: Did not happen: Symposium or DBES Director's presentation. | | | |  | CM |
|  | | | 1.7.2.1 | Minor Works Labour Only Contract has been circulated: | | | |  |  |
|  | | |  | D Young to present to meeting on 13th November, 2012. | | | |  |  |
|  | | | 1.4.4 | Contracts: presentation or meeting with Banks. On going | | | |  |  |
|  | | |  | Educate the public through financial institutions. | | | |  |  |
|  | | |  | Must educate the funders as well. | | | |  |  |
|  | | |  | Insurance Companies must be brought in as well | | | |  |  |
|  | | |  | Workshops – let the banks pay for the workshops. | | | |  | EM |
|  | | |  | NDB, LEA, CEDA and then the banks. Ask E Moje – L Mosienyane will join EM. | | | |  | EM/LM |
|  | | |  | Invite AAB, Engineers, Construction. | | | |  |  |
|  | | | 5.7.2 | Publications committee: | | | |  |  |
|  | | | 5.7.2.1 | Must report once a year: invite other organisations: . | | | |  | ET |
|  | | |  | D Young to contact U Soderstrom on usage by Government of BIDP's Nominated sub-contract form base on Fidic. | | | |  | DY |
|  | | |  | FIDIC - Rather suited to large complex | | | |  |  |
|  | | |  | NEC – has been considered by BIDP for lessons. | | | |  |  |
|  | | |  | BIDP – collectively advise government. | | | |  |  |
|  | | | 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 |
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| **1.8** | | | **PUBLIC RELATIONS** | | | | | |  |
| *1.8.1* | | | *MATTERS ARISING FROM PREVIOUS MINUTES* | | | | | |  |
|  | | 6.6.1 | | Government non-payment: letter to DBES: on going | | | |  |  |
|  | |  | | E Moje to write to A Groth to forward previous correspondence. | | | |  |  |
|  | |  | | Ask E Moje to push. | | | |  | EM |
|  | | 5.9.4 | | Facilities Management has been classified at PPADB under Real Estate: E Mazhani will make proposal for PPADB. | | | |  | 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. | | | |  |  |
|  | |  | | Draft letter as is will work for publications. | | | |  | ETM |
|  | |  | | Draft letter to family for Evans to write a more personal note. | | | |  |  |
|  | | 7.9.2 | | BOBS presentation on product marking was given with very short notice. BIDP to write to BOBS and propose: | | | |  |  |
|  | |  | | a) BOBS data to be made available in the internet and for free. | | | |  |  |
|  | |  | | b) Pre-cast pre-stressed lintels to have quality stamps. | | | |  |  |
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| **1.9** | | **ANY OTHER BUSINESS** | | | | | | |  |
| 1.9.1 | | L Mosienyane: | | | | | | |  |
|  | | - Proposal for BIDP to look at repositioning itself – could be effective as an umbrella organisation and have other institutions coming under: | | | | | | |  |
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|  | | - Provide a home for other professions in the construction industry. | | | | | | |  |
|  | | - L Mosienyane will look at the Commonwealth foundation. | | | | | | | LT |
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| **1.10** | | **NEXT MEETING** | | | | | |  |  |
| 1.10.1 | | The next meeting will be held on Tuesday, 20th November, 2012 at 6pm at plot 915, BIDP shop. | | | | | |  |  |
|  | | There will be no council meeting in December. The next meeting will be on the 22nd January 2013. | | | | | |  |  |
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|  | | Meeting adjourned at 20h25 | | | | | |  |  |
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|  | |  | | | | | |  |  |
|  |  | 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 | | | |  |  | |  |