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| **(A0kp)04** |
| **BIDP**  |
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| **MINUTES OF BIDP COUNCIL MEETING NO. 1 2012/2013** |
|  |
| 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 |  |
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| 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 |  |  |  |