



# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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BIDP

## MINUTES OF BIDP COUNCIL MEETING NO. 1 2012/2013

Held at BIDP Shop, Plot 915, Gaborone, on 30<sup>th</sup> October, 2012 at 6pm.

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

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 Maipambe.  
Meeting chaired by E Mazhani who proposed for the President to formally welcome the new council at the next meeting:

## 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 28<sup>th</sup> 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.
- 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.
- 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 3<sup>rd</sup> visit to airport

MM

DY

8.3.2	Visit to SADC Building: E Mazhani sent email to Sam on 28 <sup>th</sup> August, 2012. Get lessons from Project manager: organise once nearing completion.	DY CM
3.3.5	Campus Recreation at UB – E Mazhani will assist. 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 EM/NDH
<b>1.4</b>	<b>TREASURER'S REPORT</b>	
<b>1.4.1</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
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 30 <sup>th</sup> 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.	ETM
1.4.4	Invoice for Ellen's salary – cheque prepared.	
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
1.4.7	SADC visit with UB students but end of year now and reschedule to mid February 2013.	ETM
<b>1.5</b>	<b>MEMBERSHIP</b>	
<b>1.5.1</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
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
<b>1.6</b>	<b>CORRESPONDENCE</b>	
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) BIDP must formalise contract with ET (treasurer to follow up). New labour Act must be read - note D Young to inform committee once checked. Must establish a clear contract break December to January. Secretary must write a letter every year welcoming the Executive Secretary.	DY ETM ALL DY 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 6 <sup>th</sup> December: BIDP to nominate 2 people: ETM to attend, E Moje may be? D Young if E Moje not.	EM
<b>1.7</b>	<b>PUBLICATIONS/NEWS LETTER</b>	
<b>1.7.1</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	

- 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.
- 8.7.3 Newsletter: Did not happen: Symposium or DBES Director's presentation.
- 1.7.2.1 Minor Works Labour Only Contract has been circulated:  
D Young to present to meeting on 13<sup>th</sup> 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.  
NDB, LEA, CEDA and then the banks. Ask E Moje – L Mosienyane will join EM.  
Invite AAB, Engineers, Construction.
- 5.7.2 Publications committee:  
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.  
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

## **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.
- 5.9.4 Facilities Management has been classified at PPADB under Real Estate: E Mazhani will make proposal for PPADB.
- 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.  
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.

## **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:  
  
- Provide a home for other professions in the construction industry.  
- L Mosienyane will look at the Commonwealth foundation.

## 1.10 NEXT MEETING

- 1.10.1 The next meeting will be held on Tuesday, 20<sup>th</sup> November, 2012 at 6pm at plot 915, BIDP shop. There will be no council meeting in December. The next meeting will be on the 22<sup>nd</sup> January 2013.

Meeting adjourned at 20h25

	President	Fax	Email	Secretary
Cc:	Evans Moje - President	310 5076	ekmoje@mega.bw	
	Mutua Mutuku - Vice President	7211 6323	mutua@sybion-int.co.bw	
	Edward Mazhani - Treasurer	74362259	mazhaniet@mopipi.ub.bw	
	Ndingililo Hobona - Secretary	71493357	ndhobona@yahoo.com	
	Andreas Groth	392 3462	agasgroth@gmail.com	
	David Young	397 1181	ya@yabw.net	
	Chiwala Maipambe	395 1883	chiwala.m@fitzwilliam.co.bw	
	L Mosienyane	397 4334	Leta@mpi.co.bw	
	K Mokwete	7550 5291	killion@boidus.co.bw	
	File			