



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 2 2012/2013

Held at BIDP Shop, Plot 915, Gaborone, on 11th December, 2012 at 6pm.

2.1	Attendance			Phone
2.1.1	Present:	David Young	Member	397 1181 / 7424 2618
		Andreas Groth	Member	392 3462 / 7211 2213
		Mutua Mutuku	Vice president	395 2882 / 7211 6323
		Edward Mazhani	Treasurer	71362259
		K Mokwete	Member	7550 5291
		Evans Moje	President	310 5073 / 7216 5484
2.1.2	Apologies:	Ndingililo Hobona	Secretary	7149 3357
		Chiwala Maipambe	Member	395 1883/ 7172 5039
		L Mosienyane	Member	397 4334

ACT

2.2 PREVIOUS COUNCIL MEETING

2.2.1 The minutes of the previous council meeting were agreed to be a true record by those then present.

2.3 ACTIVITIES AND FUNCTIONS:

2.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

8.3.2	Visit to SADC Building: ET Mazhani to arrange a date with UB: approx. February 2013: invite UB students	ETM
2.3.3	Future events: round table discussion with City Council or Fire Department: Still to do: M Mutua for February 2013.	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.	
3.3.3	Site visit to Botswana Public Service Auditorium D Young to try to arrange next year if appropriate.	DY
3.3.4	D Young to arrange a 3 rd visit to airport : Still to do.	ET/DY
3.3.5	Campus Recreation at UB – ET Mazhani will assist. Project architect suggested talking to Physical planner: C Maipambe to draft letter. No letter from C Maipambe. Give contacts to K Mokwete: project manager etc. possible also look at UB auditorium: A Groth knows of a possible speaker in the same area: Rabbi Matumo: 74498171 / 73226611.	ET/ETM CM
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.	

E Moje will discuss with ND Hobona and prepare for next meeting.

EM/NDH

2.4 TREASURER'S REPORT

2.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

7.4.2 Subscription non-payment: Proposal to issue dated yearly certificates to encourage renewal of subscription.

ET Mazhani will give figure on payments: Council could canvass unpaid members known to them: ET Mazhani will circulate list of unpaid members.

ET/ETM

7.4.3 Bank signatories: done.

7.4.4 P31,837.26 in ET bank reconciliation: Bank statement end oc12 P36,771.88.

1.4.2 BOCCIM invoice for annual subscription fee : cheque signed.

1.4.3 Accountant was paid.

1.6.2 E Tshoganetso sick leave payment: D Young went to Labour Office:

c) severance pay - (not clear)

BIDP must formalise contract with ET (treasurer to follow up).

ET/ETM

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.

ETMNDH

Discuss on ET: investigate availability of forms of agreement. Labour to be interviewed.

DY

2.4.2 Young Architects bill: get cash from petty cash: possible add to rate on email connections.

2.4.3 Stay with FNB Lobatse bank for now.

2.5 MEMBERSHIP

2.5.1 MATTERS ARISING FROM PREVIOUS MINUTES

8.5.2 New application received from J Mfanyane: D Young wrote to him to clarify:

Letter sent, still no response.

1.5.2 New applications received from:

1.5.2.1 Cliff Robertson – document pending: MRICS, BSC, MBA, MA – request copies of certificates.

Email sent 26no12 requesting certified copies of certificates.

1.5.2.2 Bose Mokoka – B.ENG Construction Management: C Maipambe to comment tomorrow 30oc12.

Still to do.

CM

2.6 CORRESPONDENCE

1.6.1 Paul Lyamuya resignation Letter: Draft letter presented.

Letter sent to P Lyamuya

2.6.1 Dispute ref from Alphaslab: 16no12: nominated subcontract 1999: check 3 nominees: D Young will check document and what it says: (then follow up by president).

DY/EM

A Groth: request copy of contract. (ie bought copy from BIDP) might pursue copyright but A Groth says first priority to fulfil role in conflict resolution.

ET

AG had done some homework when president.

E Moje: D Young will pass note.

2.6.2 M Mokwete reported: DTRP land behind airport: 'competition' urban design for use of land. K Mokwete nominated for UB: should be a letter from DTRP: seems nothing was received.

BIDP has competition rules for design.

KM

2.6.3 Register of Society return forms signed.

2.6.4 A Groth response on Building regulations and Alan Kille: possibly pursue.

Ask for a briefing or discussion on building regulations: subject "Using the Act" and the Board.

ET/AG

2.7 PUBLICATIONS/NEWS LETTER

2.7.1 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.
 Publications refresh: samples existing.
 Web site: 2 days to rebuild on Debian.
 Carry on with Mega. DY
- 8.7.3 Newsletter: Did not happen: Symposium or DBES Director's presentation.
 Refresh.. ET/EM
- 1.7.2.1 Minor Works Labour Only Contract
 Adopted and can be sold: Carefully check the text. ET/DY
- 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.
 E Moje will draft a letter: focus on mortgage sector. ET/EM
- 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. ET/DY
 FIDIC - Rather suited to large complex
 NEC – has been considered by BIDP for lessons.
 BIDP – collectively advise government
 Missing actions: review action items to be listed.
- 7.7.2 Certificate and Instruction pads: people are still trying to buy.
 Stock from G Vlug house collected.

2.8 PUBLIC RELATIONS

2.8.1 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.
 No action: correspondence forwarded to E Moje. EM
 Inform BOCCIM disappointed at no follow-up. ET/EM
- 5.9.4 Facilities Management has been classified at PPADB under Real Estate: E Mazhani will make proposal for PPADB. ET/EM
- 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 given by D Young: put in newsletter.
 E Moje to develop for family. ET/EM
- 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.
 D Young still to do. ET/DY
- 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.
 Postponed. ET check progress.

2.9 ANY OTHER BUSINESS

- 2.9.1 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. LM
 L Mosienyane actions: not LT but LM

2.10 NEXT MEETING

- 2.10.1 The next meeting will be held on Tuesday, 29th January, 2013 at 6pm at plot 915, BIDP shop.

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