**BA description...OTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS**

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## Gaborone

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| **(A0kp)04** |
| **BIDP** |
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| **MINUTES OF BIDP COUNCIL MEETING NO. 2 2012/2013** |
|  |
| Held at BIDP Shop, Plot 915, Gaborone, on 27th February, 2013 at 6pm. |

| **3.1** | **Attendance** |  |  | **Phone** |  |
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| 3.1.1 | Present: | David Young | Member | 397 1181 / 7424 2618 |  |
|  |  | K Mokwete | Member | 7550 5291 |  |
|  |  | Chiwala Maipambe | Member | 395 1883/ 7172 5039 |  |
|  |  | Ndingililo Hobona | Secretary | 7149 3357 |  |
|  |  | Evans Moje | President | 310 5073 / 7216 5484 |  |
|  |  |  |  |  |  |
| 3.1.2 | Apologies: | Andreas Groth | Member | 392 3462 / 7211 2213 |  |
|  |  |  |  |  |  |
| 3.1.3 | Absent: | L Mosienyane | Member | 397 4334 |  |
|  |  | Mutua Mutuku | Vice president | 395 2882 / 7211 6323 |  |
|  |  | Edward Mazhani | Treasurer | 71362259 |  |
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| **3.2** | **PREVIOUS COUNCIL MEETING** |  |
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| 3.2.1 | The minutes of the previous council meeting were agreed to be a true record by those then present. |  |
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| **3.3** | **ACTIVITIES AND FUNCTIONS:** |  |
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| *3.3.1* | *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 |
| --- | --- | --- | --- |
|  |  | Will not happen in February. |  |
|  | 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. |  |
|  |  | Text still to hoping to get assistance |  |
|  | 3.3.4 | D Young to arrange a 3rd visit to airport : Still to do. | ET/DY |
|  |  | Audit of airport  Ministry of Transport and Communications  Request a report on the airport once audit is complete  No contractor and no project manage. |  |
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|  | 3.3.5 | Campus Recreation at UB – ET Mazhani will assist. | ET/ETM |
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|  |  | Project architect suggested talking to Physical planner: C Maipambe to draft letter. |  |
|  |  | No letter from C Maipambe. |  |
|  |  | Touring the facility: C Maipambe- not get but will review the project latest Thursday | CM |
|  |  | K Mokwete available for assistance | KM |
|  |  | UB auditorium together in |  |
|  |  | 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. |  |
|  | *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 |

| 3.3.2 | E Moje will handle on pushing actions – will send emails or calls. |  |
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| ***3.4*** | ***TREASURER'S REPORT*** |  |
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| *3.4.1* | *MATTERS ARISING FROM PREVIOUS MINUTES* |  |

|  | 7.4.2 | Subscription non-payment: Proposal to issue dated yearly certificates to encourage renewal of subscription. |  |
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|  |  | 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 |
|  |  | Process for self build: K Mokwete to get involved with NDH and report to E Moje: Schedule of June. | EM/NDH/KM |
|  | 7.4.4 | P34,444.22 in ET bank reconciliation: Bank statement end ja13 P34,481.52. |  |
|  | 1.6.2 | E Tshoganetso sick leave payment: D Young went to Labour Office: |  |
|  |  | c) severence 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 |
|  |  | Write a letter to ET welcoming back to new year. |  |

| 3.4.2 | Cheque signed: ET salary. |  |
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| 3.4.3 | Letter to bank to request bank statement signed. |  |

| **3.5** | **MEMBERSHIP** |
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| 3.5.1 | *MATTERS ARISING FROM PREVIOUS MINUTES* |

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|  | 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. |  |
|  |  | Fairly basic on QS more engineering based. Accept as Associate member. | CM |
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| **3.6** | **CORRESPONDENCE** |  |
| 3.6.1 | Dispute ref from Alphalab: 16no12: nominated subcontract 1999: check 3 nominees: D Young will check document and what it says: (then follow up by president). | DY/EM |
|  | Will nominate 3 and recommend tomorrow. (Wednesday, 27 February) | EM |
| 3.6.2 | 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 |
|  | BIDP has representation where new procurement routes are considered. They said they would sent the letter. Sent still has not been received. |  |
| 3.6.4 | A Groth response on Building regulations and Alan Kille: possibly persue.  Ask for a briefing or discussion on building regulations: subject “Using the Act” and the Board. | ET/AG |
|  | Pending |  |
| 3.6.4 | Received letter from company advertsing interest calculations; Keep on file. |  |
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| **3.7** | **PUBLICATIONS/NEWS LETTER** |
| *3.7.1* | *MATTERS ARISING FROM PREVIOUS MINUTES* |

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|  | 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. | DY |
|  |  | Carry on with Mega. |  |
|  |  | D Young requested machine returned, can now be collected: Wednesday: will aim to sort it out in the next couple of weeks. |  |
|  |  | Paper work that was stored at Mr Vlug's place now at Young Architect kitchen. |  |
|  | 8.7.3 | Newsletter: Did not happen: Symposium or DBES Director's presentation. |  |
|  |  | Chase DBES director's presentation. | 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 |
|  |  | M Mogomela was also willing to become board, check if he is still available. |  |
|  |  | Include BHC  Professional Association represented.  May – check public holiday middle to 3rd week.  Thursday morning or all day depending on response.  E Moje will write up draft letter. |  |
|  | 5.7.2 | Publications committee: |  |
|  |  | Meeting had no attendance  K Mokwete proposed a marketing and PR, ND Hobona  Website  Members directory of contractors: inform contractors by email.  marketing strategy to be barnstormed: present for progress comment at next meeting:  Trude exchange  Sponsorship |  |
|  | 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. |  |
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| **3.8** | **PUBLIC RELATIONS** |
| *3.8.1* | *MATTERS ARISING FROM PREVIOUS MINUTES* |

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|  | 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 |
|  |  | Write a letter of disappointment to BOCCIM for not persuing: will do next week.. | ET/EM |
|  |  | An opportunity from BIDP to provide back services. |  |
|  | 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 |
|  |  | Letter drafted: E Moje to follow up with ET. |  |
|  | 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 |
|  |  | Circulate letter to council and make a decision on sending letter to BOBS | ET |
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| **3.9** | **ANY OTHER BUSINESS** |  |
| 3.9.1 | 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 |  |
|  | On going |  |
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| **3.10** | **NEXT MEETING** |  |
| 3.10.1 | The next meeting will be held on Tuesday, 26th February, 2013 at 6pm at plot 915, BIDP shop. |  |
| 3.10.2 | Will do a schedule of meeting for the rest of the year. |  |
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|  | Meeting adjourned at 7h48. |  |

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|  | President |  | Secretary |
|  |  | Fax | Email |
| Cc: | Evans Moje - President | 310 5076 | ekmoje@mega.bw |
|  | Mutua Mutuku - Vice President | 7211 6323 | mutua@symbion-int.co.bw |
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|  | File |  |  |