



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 27th February, 2013 at 6pm.

3.1	Attendance			Phone
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

ACT

3.2 PREVIOUS COUNCIL MEETING

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

3.3 ACTIVITIES AND FUNCTIONS:

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 do. Hoping to get assistance	
3.3.4	D Young to arrange a 3 rd visit to airport : Still to do.	ET/DY
	Audit of airport taking place by Ministry of Transport and Communications	
	Request a report on the airport once audit is complete	
	No contractor and no project manager.	
3.3.5	Campus Recreation at UB – ET Mazhani will assist.	ET/ETM
	Project architect suggested talking to Physical planner: C Maipambe to draft letter.	
	Touring the facility: C Maipambe- not yet done but will revive the project latest Thursday	CM
	K Mokwete available for assistance	KM

8.3.2	Visit to SADC Building: ET Mazhani to arrange a date with UB: approx. February 2013: invite UB students 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.	ETM
7.3.2	Set up a forum which is more informal rather than seminar for members of the Public wishing to build their own homes. KM to get involved with NDH and report to EM by next meeting. Scheduled for June. Start preparations now.	
3.3.2	E Moje will handle on pushing actions – will send emails or calls.	EM/NDH /KM
3.4	TREASURER'S REPORT	
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. 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
7.4.4	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) severance 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. Discuss on ET: investigate availability of forms of agreement. Labour to be interviewed.	ET/ETM ETM/NDH DY
3.4.2	Cheque signed: ET salary.	
3.4.3	Letter to bank to request bank statement signed.	
3.5	MEMBERSHIP	
3.5.1	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: Fairly basic on QS more engineering based. Accept as Associate member.	CM
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). Will nominate 3 and recommend tomorrow. (Wednesday, 27 February)	DY/EM EM
3.6.2	K 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. BIDP must have representation where new procurement routes are considered.	KM
3.6.4	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. Pending	ET/AG
3.6.5	Received letter from company advertising interest calculations; Keep on file.	

3.7 PUBLICATIONS/NEWS LETTER

3.7.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.7.3 BIDP electronic forms on website: on going
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.
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.
Professional Association represented.
Schedule for 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
WebsiteMembers directory of contractors: inform contractors by email.
Marketing strategy to be brainstormed: present progress for comment at next meeting: Consider trade exchange & Sponsorship KM/NDH
- 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.

3.8 PUBLIC RELATIONS

3.8.1 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
Write a letter of disappointment to BOCCIM for not pursuing: 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 ETM/EM
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 given by D Young: put in newsletter. ET/EM
E Moje to develop for family.
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

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
- On going

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.

NEXT MEETINGS:

April: Tuesday 23rd 2013

May: Tuesday 21st 2013

June: Tuesday 18th 2013

July: Tuesday 23rd 2013

August: Tuesday 20th 2013

Meeting adjourned at 19h48.

President

Cc:

Evans Moje - President
Mutua Mutuku - Vice President
Edward Mazhani - Treasurer
Ndingililo Hobona - Secretary
Andreas Groth
David Young
Chiwala Maipambe
L Mosienyane
K Mkwete
File

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Secretary