



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 4 2012/2013

Held at BIDP Shop, Plot 915, Gaborone, on 30th April, 2013 at 6pm.

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

ACT

4.2 PREVIOUS COUNCIL MEETING

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

4.3 ACTIVITIES AND FUNCTIONS:

4.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

8.3.2	Visit to SADC Building: ET Mazhani to arrange a date with UB students ETM will confirm next week for 23 rd May, 2013	ETM
2.3.3	Future events: round table discussion with City Council or Fire Department: M Mutua was referred to Sebele by Council Set a date for June.	MM
3.3.2	Linux presentation by D Young: D Young to compile text for Ellen to distribute and for the newsletter. Text still to do. Hoping to get assistance	DY
3.3.4	D Young to arrange a 3 rd visit to airport : Suspend for now.	
3.3.5	Campus Recreation at UB – ET Mazhani will assist. Letter done – ask Ellen to send off.	ET
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.	

1.4.4	Event included as part of marketing & promotion Contracts: presentation or meeting with Banks. On going Events included as part of marketing & promotion	KM/NDH
4.3.2	Ulf correspondence – volunteer to present photography based on architecture and upgrade. Circulate dates for events by end of the week for council to decide on dates.	KM/NDH
4.3.3	Write a letter to PSP copy Lionjanga introducing BIDP and its availability for professional advice.	
4.3.4	PPADB is now responsible for contractor and consultants registration forge close board with BIDP.	
4.3.5	BIDPA report looks at challenges of the construction industry : A Groth was involved in the development of the report – talk to him.	
4.3.5.1	There is an opportunity to act based on the report.	AG/KM
4.3.6	Boidus organised event CBD – 20 th May.	
4.3.7	Lecturer at UB- (John N)	
4.3.7.1	Opportunity for BIDP to be involved.	
4.3.8	Direct appointment procedure/process – ND Hobona to talk to Mr Kutoro and get BIDP included on the invite list.	NDH
4.4	TREASURER'S REPORT	
4.4.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
7.4.2	Subscription non-payment: Received list of non paid subscriptions: Ask Ellen to send emails to individuals with a gentle reminder to pay subscription.	ETM ET
7.4.4	Bank statement 28 th March 2013 P32,049.55	
1.6.2	BIDP must formalise contract with ET Secretary drafted letter and presented to council for approval. Prepare for President's signature. BIDP must formalise contract with ET Discuss on ET: investigate availability of forms of agreement. Labour to be interviewed.	ET/ETM ETM/ND H ET/ETM
4.4.2	Proposal to share office space – cannot at this time. Ellen to write a letter to REIB	DY ET
4.4.3	Revenue streams for BIDP as a future item Budget forecast: Look in to increasing annual subscriptions. Note	ETM
4.5	MEMBERSHIP	
4.5.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
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.	
4.5.2	Architecture Students Association UB council may join as organisation member. Note	
4.5.3	Formalise relations with UB in relation to the end of year exhibition	
4.6	CORRESPONDENCE	
4.6.1	Dispute ref from Alphalab: Done	
4.6.2	K Mokwete reported: DTRP land behind airport: 'competition' urban design for use of land.	KM
4.6.3	BIDP must have representation where new procurement routes are considered.	

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4.6.3.1	Everything is frozen pending the passing of the Town & Country bill and also based on budget year end. On going	KM
4.6.4	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 ET/NDH
4.6.5	ET must give a report for items on her action list.	
4.7	PUBLICATIONS/NEWS LETTER	
4.7.1	MATTERS ARISING FROM PREVIOUS MINUTES	
7.7.3	BIDP electronic forms on website: on going Website not working – being attended.	DY
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
5.7.2	Publications committee: Next meeting is a week on Tuesday	EM
8.7.3	Newsletter: Did not happen: Symposium or DBES Director's presentation. Chase DBES director's presentation.	ET/EM
4.8	PUBLIC RELATIONS	
4.8.1	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. Write a letter of disappointment to BOCCIM for not pursuing: will do next week.. E Moje will follow up.	EM ET/EM
5.9.4	Facilities Management has been classified at PPADB under Real Estate: E Mazhani will make proposal for PPADB. Next meeting will have something to report : FM is listed with estate management.Conflict in PPADB the categories.	ETM/E M
7.9.1	Gerrit Vlug: loss to BIDP: . Draft letter given by D Young: put in newsletter. E Moje to write letter for family. Letter drafted: E Moje to follow up with ET. On going.	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. Circulate letter to council and make a decision on sending letter to BOBS On going	ET/DY ET
4.9	MARKETING & PROMOTIONS STRATEGY	
5.7.2.1	Must report once a year: invite other organisations:	

- 1.4.4 Event included as part of marketing & promotion KM/NDH
Contracts: presentation or meeting with Banks. On going
Events included as part of marketing & promotion
- 4.3.2 Ulf correspondence – volunteer to present photography based on architecture and upgrade. KM/NDH
Circulate dates for events by end of the week for council to decide on dates.
D Young to contact U Soderstrom on usage by Government of BIDP's
Nominated sub-contract form base on Fidic. ET/DY
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.
- 4.9.1 Report attached and circulated with minutes
- 4.9.2 BOCCIM - check if Ellen is receiving BOCCIM emails and must forward to Council
- 4.9.2 CSR invitations- eg: Old Naledi Market proposal as an example; write a letter to the presidents housing appeal to say what BIDP can appear.
- 4.9.3 Financial institutions
- 4.9.4 CPDs every 2 to 3 months ; Consumer programmes
- 4.9.4 Marketing drive to other professions and students from other professions

4.10 ANY OTHER BUSINESS

- 4.10.1 L Mosienyane:
- Proposal for BIDP to look at repositioning itself
- L Mosienyane will look at the Commonwealth foundation. LM
On going

4.11 NEXT MEETING

- 4.11.1 The next meeting will be held on Tuesday, 21st May, 2013, 2013 at 6pm at plot 915, BIDP shop.
- 4.11.2 Will do a schedule of meeting for the rest of the year.
NEXT MEETINGS:
May: Tuesday 21st 2013
June: Tuesday 18th 2013
July: Tuesday 23rd 2013
August: Tuesday 20th 2013

Meeting adjourned at 19h54.

	President		Secretary
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