



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 |
| | | Chiwala | Member | 395 1883/ 7172 5039 |
| | | Maipambe | | |
| | | 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 |

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: approx. February 2013: invite UB students

Arrange visit for May.

ETM will confirm next week for 23rd 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: 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 3rd 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

| | | |
|--------------|--|---------------------------------------|
| 8.3.2 | Visit to SADC Building: ET Mazhani to arrange a date with UB: approx. February 2013: invite UB students | |
| 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. Events include as part of marketing Promotion to follow | DY/ET |
| 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. 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 3 rd week. Thursday morning or all day depending on response. E Moje will write up draft letter. | ET/EM |
| 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/ND H |
| 4.3.3 | Write a letter to PSP copy L introducing BIDP in once you need. | |
| 4.3.4 | PPADB is now responsible for contractor and consultants registration forge close board with BIDP. | |
| 4.3.4 | BIDPA report looks at challenges of the construction industry : A Groth was develop with the report – talk to him. There is an opportunity to act based on the report. Bions oranised event CBD – 20 th May. Lecturer at UB- (John N) Opportunity fro BIDP to be involved. Direct appointment procedure/process – ND Hobona to talk to Kutoro and get BIP included on the invite list. | AG/KM NDH |
| 4.4 | TREASURER'S REPORT | |
| 4.4.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| 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 | 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). 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. | ET/ETM ETM/N DH |
| | Discuss on ET: investigate availability of forms of agreement. Labour to be interviewed. | DY ET |
| 4.4.2 | Proposal to share office space – can not at this time. Ellen to write a letter to REIB. | |
| 4.4.3 | Revenue streams for BIDP as a future item Budget forecast: look increasing annum subscriptions. | |
| 4.5 | MEMBERSHIP | |
| 4.5.1 | 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.
- 4.5.2 Architecture Students Association UB council join as organisation member.
- 4.5.4 Formalise relations 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. K Mokwete nominated for UB: should be a letter from DTRP: seems nothing was received.
BIDP has competition rules for design. KM
BIDP must have representation where new procurement routes are considered.
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 persue.
Ask for a briefing or discussion on building regulations: subject "Using the Act" and the Board. ET/AG
Pending
- 4.6.5 ET must give a report for items on her action list. ET/NDH
- 4.7 PUBLICATIONS/NEWS LETTER**
- 4.7.1 *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.
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. Minor Works Labour Only Contract
1
- Adopted and can be sold: Carefully check the text. ET/DY
- 5.7.2 Publications committee:
Next meeting is a week on Tuesday EM
Marketing strategy:
1. Calender report attached
 2. Forge relationship with professional bodies
BOCCIM - check if Ellen is receiving BOCCIM emails and must forward to Council
 3. Ministries and parastatals
 4. Seminars
 5. Relationships with media explore (trade exchange)
 6. Educational and vocational
 7. CSR invitations- eg: Old Naledi Make
write a letter to the presidents housing appeal to say what BIDP can appear.
 8. Financial institutions
Care purpose differentiate
AAB – contract
CPDs every 2 to 3 months
Consumer programmes
 9. Marketing dirve to other professions and students from other professions
- 5.7.2. Must report once a year: invite other organisations:
1

- 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.
 Can now sell stock collected from G Vlug office.

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. 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.
 E Moje will follow up.
 5.9.4 Facilities Management has been classified at PPADB under Real Estate: E ETM/E
 Mazhani will make proposal for PPADB. M
 Next week meeting will have something to report : FM is listed with estate agency.
 Conflict in the categories.
 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.
 On going.
 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
 On going ET

4.9 ANY OTHER BUSINESS

- 4.9.1 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

4.10 NEXT MEETING

- 4.10.1 The next meeting will be held on Tuesday, 21st May, 2013, at 6pm at plot 915, BIDP shop.
 4.10.2 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 19h48.

President

Secretary

| | President | Fax | Email |
|-----|-------------------------------|-----------|-----------------------------|
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| | File | | |