



## BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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(A0kp)04  
BIDP

### MINUTES OF BIDP COUNCIL MEETING NO. 5 2011/2012

Held at BIDP Shop, Plot 915, Gaborone, on 20<sup>th</sup> March, 2012 at 6pm.

#### 5.1 Attendance

			Phone
5.1.1	Present:	Evans Moje	President 310 5073
		Edward Mazhani	Vice President 397 1181 (chairing the meeting)
		Ndingililo Hobona	Secretary 71493357
		David Young	Member 397 1181
		Chiwala Maipambe(tardy)	Member 395 1883
5.1.2	Apologies:	Andreas Groth	Member 392 3462
		Paul Shimunza	Member 7147 7822
5.1.3	Absent:		
		Mutua Mutuku	Member 395 2882
		Ontlametse Onneng	Treasurer 71739548
		Kabelo Morake	Member 397 2002

#### 5.2 PREVIOUS COUNCIL MEETING

5.2.1 The minutes of the previous council meeting were agreed to be a true record by those then present, except that C Maipembe was late from the last meeting. Proposed by D Young and seconded by Evans Moje

*Proposed by Ed Mazh  
seconded by DY*

#### 5.3 ACTIVITIES AND FUNCTIONS:

##### 5.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

8.3.2 Visit to SADC Building: EM to peak to project Manager. On going

1.3.3 Symposium:

Date: Thursday, 19<sup>th</sup> April, 2012

Venue: 1<sup>st</sup> option Mokolodi quote received

2<sup>nd</sup> option BNPC quote received.

Speakers:

Keith Jefferis:

Macro-economist opportunities in Infrastructure  
Investment - impact on the economy. Government  
strategic level

Major David Hobona

Paul Shimunza:

Project inception, initiation and implementation  
Getting the brief right, Getting the project cycle right,  
Getting time squeezing: examples of what projects that  
have gone wrong.

*EMS - not been successful  
number EM not getting  
thing*

*EMZ - will try*

- Chiwala Maipembe Procurement of building supplies (BOBS standards, SAS standard): What documents to use when ordering, standards to be accessible to people on site.
- Ulf Sorderstrom Implementation of project at DBES: defining the roles of the stakeholders: Deputy PS (MIST)
- David Young Site supervision: Clerk of works, Resident staff, proportionate of professionals.
- Morning session up till lunch: some discussion after lunch: fairly sure of speakers.
- 1.8.3.1 Photographic Competition: On going DY/ET
- Champagne breakfast: D Y to volunteer gas stove: Sandy Grant to speak? NDH
- 1<sup>st</sup> May 2012: advertise at the symposium: inform people: grocery & cutlery: NDH
- 2.3.3 Future events: round table discussion with City Council or Fire Department regarding their process: on going
- 3.3.2 Linux presentation by D Young 10<sup>th</sup> May: on going: DY
- 3.3.3 Site visit to Botswana Public Service Auditorium to be arranged for later
- September in the year: on going *by no longer involved with contract admin*
- 3.3.4 3<sup>rd</sup> visit to airport a possibility – set a date for visit: once completed, on going: DY
- 3.3.5 Campus Recreation at UB – E Mazhani will assist. *may be another two months* ETM
- 5.4 **TREASURER'S REPORT**
- 5.4.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 1.4.7.1 D Young propose Ellen to be employed to run petty cash etc under supervision from acting treasurer: propose – president, up and Secretary to be signatory: P Shimunza volunteered to be acting treasurer
- Review secretary salary to P30.00/hour: vehicle allowance P2.50/km. On course to happen.
- Write letter to ET advising Council has increased rate. *(ask Ellen to write)* ~~ET~~ ET/NDH
- More work required to get up accounts: work on D Young's computer but not on Ellen's yet: petty cash need proper records. –
- 5.4.2 Received Invoice from Young Architects: to pay. ET
- 5.4.3 Bank balance: P36,350.41
- 5.5 **MEMBERSHIP**
- 5.5.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 1.5.3 Recruitment: On going
- 5.6 **CORRESPONDENCE**
- 5.6.1 Paul Lyamuya resignation Letter: D Young draft letter presented for comment.
- Revise the first part of the letter still making the point that all affected must be given the opportunity to comment. Add that council agrees.
- 5.7 **PUBLICATIONS/NEWS LETTER**
- 5.7.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 7.7.3 BIDP electronic forms on website: on going
- There are samples on the website: possibly make a minor works labour only available. Will aim for June. DY
- Website: We have a machine at Mega – operating system needs to be replaced as new one breaks down and requires them to fix every so often.
- Propose a secure website and a public website. Use the same as D Young's system. *After the month of May D Y will be able to do it.*
- Update of website will require Ellen to be assisted so far D Young but short of time will need more people.
- Check that Ellen has sent out the draft of Minor Works Labour Only Contract: it is sufficiently done.
- 8.7.3 Newsletter: No update from C Maipambe yet: ask ET to write a draft. NDH CM
- Symposium material may be incorporated*

1.7.2.1 Labour Only Contract: Will put a draft to council for approval soon.

Done

- Insurance

- BURS

E Mazhani, E Moje & M Mogomela to follow through

EM/ETM

1.4.4 Contracts: presentation or meeting with Banks. On going

Mr Moje to report

EM

Talk to the committee of banks: Banks still using valuers to inspect and measure stages.

Talk to banks about developments and contracts

Propose to professional architects and engineers.

will not be with forum for housing, finance, clients, developers, land lords.

5.7.2 Publications committee:

5.7.2.1 Must report once a year: invite other organisations: people who participate get P100 sitting allowance plus breakfast. - changed copies of the No from UK - will have a lending library for members.

ET

5.7.2.2 Has achieved the Labour Only Contract: also note not possible to have BoQs with labour only contract

Outlines for maintenance contract  
Design & build could use adapt consultants

5.8 PUBLIC RELATIONS

5.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

6.6.1 Government non-payment: letter to DBES: on going

EM

Check with Kille & Dannhauser if they have been paid: opportunity for BIDP to help members. Still not paid: still hoping it will be resolved.

write to the P.S. Copy letter to relevant people at BOCCIM.

5.9 ANY OTHER BUSINESS

5.9.1 Registration of Architects

5.9.3 Propose to invite ARC to BIDP symposium in April: ask if they would be prepared to make presentation to BIDP and the General Public: introduce BIDP as a multi Disciplinary Professional Association.

Mr Rantshilo was paid and will get material. & opportunity to publish.

5.9.4 Facilities Management has been classified at PPADB under Real Estate: E Mazhani will look in to it: worry is that the wrong people will be doing it.  
on going - from After 1st of May - Requirements for F.M.

5.10 NEXT MEETING

5.10.1 The next council meeting will be held on Tuesday, 24<sup>th</sup> April, 2012 at 6pm at plot 915, Gaborone, BIDP shop.

5.10.2 Schedule for next year Council meetings:

Tuesday, 22<sup>nd</sup> May, 2012

Tuesday, 19<sup>th</sup> June, 2012

Tuesday, 24<sup>th</sup> July, 2012

Tuesday, 21<sup>st</sup> August, 2012

The meeting was adjourned at 19h50

1955 hrs

President

Secretary

Cc:		Fax	Email
Evans Moje - President		310 5076	ekmoje@mega.bw
Edward Mazhani - Vice President		74362259	mazhaniet@mopipi.ub.bw
Ontlametse Onneng - Treasurer		538 0603	o.onneng@gmail.com
Ndingililo Hobona - Secretary		71493357	ndhobona@yahoo.com
Andreas Groth		392 3462	agasgroth@gmail.com
David Young		397 1181	ya@yabw.net
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Mutua Mutuku		7211 6323	mutua@sybion-int.co.bw
File			

## Symposium ~~post mortem~~

- Attendance could have been better but quite good.
- Profit - P4, 437.50
- Talk was good, feed back good - CM - did well - glitch in the last minute ~~don't~~ pull back & DY was good to keep G. Mannig gave positive feed back with ~~some~~ recommendations for the future

1. Photographic Competition - ~~Needs to be postponed~~  
~~need to be closed off?~~ ~~lack of DY too~~  
~~resour~~ busy to get it done in May. Sandy want to speak.

Aim for feed back at next meeting in June DY

~~Saturday~~ 2nd July - Holiday - ~~change~~ breakfast NDH  
- ~~suggest~~ write Keith Jeffries  
to confirm date of UB Conference (EMZ)

- \* Future could table discussion with Council  
with Mutha Mutha will follow up - arrange for  
some time over the university break -

MM

- ④ Linux presentation for ~~1st half of~~ 3rd of June DY.  
time & venue, will likely be UB - will organise  
snacks & drinks -

- ⑤ (New activity) - Set up a forum which is more informational  
proposal. rather than seminar for members of the  
Public wishing to build their own homes.  
- Evidence of need of public education on  
regarding costs, contracts, design.  
\* Could invite lenders as well

- \* Treasurer's report -  
received resignation of ~~letter~~ - Need volunteers - Boot year  
ends end of June  
Glen has been working well on the books not a huge amount of work  
for treasurers - EMZ

Ellen's letter must be formalized

NOH

## Membership

- Applications
- 1) - Odunse Tebojo - approved for ordinary member
  - 2) - Mr Bandile <sup>Kgatarangane</sup> - wrote to him acknowledging his application & offer him associate membership -
  - 3) - Webster M. Hapangiziwi - offer him associate membership  
NB 15 years experience ~~of~~ of working in the field with a diploma may be considered for ordinary membership having been an associate first.  
- CE has given out two applications to prospective members

## Correspondence

- Letter to Paul not written but DY did have a meeting
- US school of Architecture Exhibition -
  - Requesting Requesting support - attendance
  - Snacks - 2 trays from (E.T) Pick & pay \*
- Paul Shimmera relocating to Zambia letter received.
- Dept of Energy letter require feedback on whether members use  
- will confirm with Agas if done. EM/AC
- BOCCIM - sent certificate but name not correct on

## Publications

Contract for minor work (labour only) contract has been circulated  
Edward has comments.

People still trying to buy certificate of payment  
- Architects instruction

Prepare for the form with colour & forms name on the cover. Then if DY.  
available electronic forms. Settle make available for sale.

Website -

## A.O.B

- Vlug (LIP) propose to package something to the family from BIDP.
  - He worked very hard for BIDP - contracts, Newsletter & treasurer (DY)
  - Will send something on Monday -
  - 1 rec to BIDP &