

N.D Hobona copy



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
		Killion 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 23rd May, 2013 - will forward to contact details to Ellen. 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. email received from Mutua sent to Council MM
- 3.3.2 Linux presentation by D Young: D Young to compile text for Ellen to distribute and for the newsletter. DY
- Text still to do. Hoping to get assistance on going
- 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. - Letter sent to UB ET
- prefer smaller numbers as much happening in the building
- 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.

- 8.3.2 Visit to SADC Building: ET Mazhani to arrange a date with UB students
Event included as part of marketing & promotion KM/NDH
- 1.4.4 Contracts: presentation or meeting with Banks. On going
Events included as part of marketing & promotion
- 4.3.2 Ulf correspondence – volunteered 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.
- 4.3.3 Write a letter to PSP copy Lionjanga introducing BIDP and its availability for professional advice. EM
- 4.3.4 PPADB is now responsible for contractor and consultant's registration. Forge close board with BIDP. NOTE
- 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 about responding to report as BIDP. NOTE
- 4.3.5.1 There is an opportunity to act based on the report. AG/KM
- 4.3.6 Boidus organised event CBD – 20th May. Opportunity for BIDP to get involved
- 4.3.7 Lecture at UB by Jo Nuero on Monday 20th May.
- 4.3.8 Direct appointment procedure/process – ND Hobona to talk to Mr Kutoro and get BIDP included on the invite list. NDH
- on going - by next meeting
- 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. *draft letter sent to Mayhew - Council to send out* ETM
ET
- 7.4.4 Bank statement 28th March 2013 P32,049.55 - 30th April 32,009.88
- 1.6.2 BIDP must formalise contract with ET. ET/ETM
Secretary drafted letter and presented to council for approval. Prepare for President's signature. *Letter ready for signing* ETM/NDH
Discuss on ET: investigate availability of forms of agreement. DY
- 4.4.2 Proposal to share office space – cannot at this time. Ellen to write a letter to REIB *draft letter* ET
- 4.4.3 Revenue streams for BIDP as a future item
- Budget forecast: ETM T
Look in to increasing annual subscriptions. Note
- 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. M
Email sent 26no12 requesting certified copies of certificates. AM
- 4.5.2 Architecture Students Association UB council may join as organisation member. *Check the constitution to see implication* EM DY
- 4.5.3 Formalise relations with UB in relation to the end of year exhibition. *Apology letter. More notice looking forward to next year - Ellen to draft letter to UB* (ET/EM) E
- 4.6 CORRESPONDENCE**
- 4.6.1 Dispute ref from Alphaslab:
Done
- 4.6.2 K Mokwete reported: DTRP land behind airport: 'competition' urban design for use of land. 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

- 4.6.3 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

- 4.6.4 ET must give a report for items on her action list. *noted on the minutes for Secretary & DY*

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. *emailed to Mr Moje*

ET/EM

- 1.7.2. Minor Works Labour Only Contract *Put in to the news letter*

1

Adopted and can be sold: Carefully check the text. *Text to DY*

ET/DY

- 5.7.2 Publications committee:

Next meeting is a week on Tuesday -

happened on 5 people attended. Must happen annually ~~NOTE ET & DY~~

→ 5.7.2.1

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.

EM

No action: correspondence forwarded to E Moje.

Write a letter of disappointment to BOCCIM for not pursuing: will do next week..

ET/EM

E Moje will follow up with ET & AG

- 5.9.4 Facilities Management has been classified as PPADB under Real Estate: ETM
will make proposal for PPADB.

ETM/EM

Next meeting will have something to report: FM is listed with estate management. Conflict in PPADB the categories.

- 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. *draft letter to Mr Moje*

- 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.

ET/DY

D Young still to do.

Circulate letter to council and make a decision on sending letter to BOBS

ET

On going *circulated*

4.9 MARKETING & PROMOTIONS STRATEGY

- 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

ET/DY

Nominated sub-contract form base on Fidic.

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 Marketing and Promotions Strategy Report attached and circulated with minutes *circulated*
BOCCIM - check if Ellen is receiving BOCCIM emails and must forward to Council *advertising*

- 4.9.2 Corporate Social Responsibility invitations- eg: Old Naledi Market proposal as an
example; write a letter to the President's Housing appeal to say what BIDP can offer.

EM

Em will do a letter offering services to do inspections assist with Specs
Send at 4.00 PM on 11.11.11 This week.

4.9.3 ~~Financial Institutions~~

CPDs every 2 to 3 months ; Consumer programmes

4.9.4 Marketing drive to other professions and students from other professions

e.g. - SADC visit
- Photography

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.

On going

LM

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.

19h20 mins

President

Cc:

Evans Moje - President

Mutua Mutuku - Vice

President

Edward Mazhani - Treasurer

Ndingililo Hobona - Secretary

Andreas Groth

David Young

Chiwala Maipambe

L Mosienyane

K Mokwete

File

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Secretary