**BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS**

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## Gaborone

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| **(A0kp)04** |
| **BIDP**  |
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| **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 |  |
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| **4.2** | **PREVIOUS COUNCIL MEETING** |  |
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| 4.2.1 | The minutes of the previous council meeting were agreed to be a true record by those then present. |  |
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| **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 | ETM |
|  | 2.3.3 | Future events: round table discussion with City Council or Fire Department:  |  |
|  |  |  M Mutua was referred to Sebele by CouncilSet 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. | DY |
|  |  | 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 |
|  |  |  |  |
|  | *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. |  |

|  |  | 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 |  |
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| 4.3.2 | Ulf correspondence – volunteered 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 consultant’s 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 about responding to report as BIDP. |  |
| 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 rof BIDP to get involved |  |
| 4.3.7 | Lecture at UB by Jo Nuero on Monday 20th May. |  |
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| 4.3.8 | Direct appointment procedure/process – ND Hobona to talk to Mr Kutoro and get BIDP included on the invite list. | NDH |
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| ***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. | ETMET |
|  | 7.4.4 | Bank statement 28th March 2013 P32,049.55 |  |
|  | 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. | ETM/NDH |
|  |  |  | ET/ETM |
|  |  | 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  | ET |
| 4.4.3 | Revenue streams for BIDP as a future item |  |
|  | Budget forecast: Look in to increasing annual subscriptions. Note | ETM |
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| **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 may join as organisation member. Note |  |
| 4.5.3 | Formalise relations with UB in relation to the end of year exhibition |  |
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| **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. 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 |
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| 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 |
| 4.6.5 | ET must give a report for items on her action list. | ET/NDH |
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| **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 |
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| **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 |
|  |  | E Moje will follow up. |  |
|  | 5.9.4 | Facilities Management has been classified at 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. | 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 BOBSOn going | ET |
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| **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 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. |  |
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| 4.9.1 | Marketing and Promotions Strategy Report attached and circulated with minutesBOCCIM - check if Ellen is receiving BOCCIM emails and must forward to Council  | ET |
| 4.9.2 | Corporate Social Responsibility invitations- eg: Old Naledi Market proposal as an example; write a letter to the Presidents Housing appeal to say what BIDP can offer. | EM |
| 4.9.3 | Financial institutionsCPDs every 2 to 3 months ; Consumer programmes  |  |
| 4.9.4 | Marketing drive to other professions and students from other professions |  |
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| **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 |  |
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| **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 2013July: Tuesday 23rd 2013August: Tuesday 20th 2013 |  |
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|  | Meeting adjourned at 19h54. |  |
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|   | President |  | Secretary |
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|  | File |  |  |