



# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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BIDP

## MINUTES OF BIDP COUNCIL MEETING NO. 5 2012/2013

Held at BIDP Shop, Plot 915, Gaborone, on 21<sup>st</sup> May, 2013 at 6pm.

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

ACT

## 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.

## 5.3 ACTIVITIES AND FUNCTIONS:

### 5.3.1 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 <sup>rd</sup> May, 2013 Set date for 2 weeks today: ET to obtain contact details from ETM	ETM/ET
2.3.3	Future events: round table discussion with City Council or Fire Department: M Mutua was referred to Sebele by Council Email with update received by council	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 <sup>rd</sup> visit to airport : Suspend for now.	
3.3.5	Campus Recreation at UB – ET Mazhani will assist. Letter done – Letter sent.	ET

1.4.4	Contracts: presentation or meeting with Banks. On going Events included as part of marketing & promotion	KM/NDH
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. Ongoing Function – B & B Venue: University of Botswana, Yacht Club or Somarela Tikologo Extension 4.	KM/NDH
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.	
4.3.5.1	There is an opportunity to act based on the report.	AG/KM
4.3.6	Boidus organised event CBD – 20 <sup>th</sup> May. Opportunity for BIDP to get involved	
4.3.8	Direct appointment procedure/process – ND Hobona to talk to Mr Kutoro and get BIDP included on the invite list.-by next meeting	NDH

#### **5.4 TREASURER'S REPORT**

##### **5.4.1 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. Council approved draft letter. ET to send out to members	ET
7.4.4	Bank statement 30 <sup>th</sup> April 2013 P32,009.88	
1.6.2	BIDP must formalise contract with ET Secretary drafted letter and presented to council for approval. Prepare for President's signature. Done. Discuss on ET: investigate availability of forms of agreement.	ET/ETM
4.4.2	Proposal to share office space – BIDP cannot at this time. E Mazhani to redraft a letter to REIB-	DY
4.4.3	Revenue streams for BIDP as a future item Propose to increasing annual subscriptions: 50% Contract prices round off at 40% increase. Assess increase based on popular contracts. ET to find information on sale of contracts in terms of most popular contracts.	ETM

#### **5.5 MEMBERSHIP**

##### **5.5.1 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. EM to check constitution and confirm what conditions for organisation member and what it entails.	EM
4.5.3	Formalise relations with UB in relation to the end of year exhibition. ET to draft letter of apology for not contributing this year. Also requesting more notice next year to allow for council meetings.	ET

<b>5.6</b>	<b>CORRESPONDENCE</b>	
5.6.2	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
5.6.3	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
5.6.4	ET must give a report for each council meeting for items on her action list.	
<b>5.7</b>	<b>PUBLICATIONS/NEWS LETTER</b>	
5.7.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
7.7.3	BIDP electronic forms on website: on going Website not working due to cable: but operating system is working: problem with cable : D Young attending to it.	DY
8.7.3	Newsletter: Did not happen: Symposium or DBES Director's presentation. Chase DBES director's presentation. Presentation to E Moje	EM
1.7.2.1	Minor Works Labour Only Contract Adopted and can be sold: Carefully check the text.	ET/DY
<b>5.8</b>	<b>PUBLIC RELATIONS</b>	
5.8.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
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: ETM will make proposal for PPADB. Did research on RICS website which shows it as a range of activities. With core activities plus others depending on profession of FM. ETM to write a report. To propose to PPADB that FM should be stand alone.	ETM/EM
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. Letter copied to E Moje.	EM/ET
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 Letter circulated.	
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. BIDP – collectively advise government Missing actions: review action items to be listed	ET/DY
7.7.2	Certificate and Instruction pads: people are still trying to buy.	

## 5.9 MARKETING & PROMOTIONS STRATEGY

- 4.9.1 Marketing and Promotions Strategy Report attached and circulated with minutes  
BOCCIM - 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 propose services such as inspections and specification writing EM
- 4.9.3 Financial institutions  
CPDs every 2 to 3 months ; Consumer programmes such as SADC building visit & Photography presentation and competition
- 4.9.4 Marketing drive to other professions and students from other professions

## 5.10 ANY OTHER BUSINESS

- 5.10.1 L Mosienyane:  
- Proposal for BIDP to look at repositioning itself  
- L Mosienyane will look at the Commonwealth foundation. LM  
On going  
E Moje will be following up with people EM

## 5.11 NEXT MEETING

- 5.11.1 The next meeting will be held on Tuesday, 18<sup>th</sup> June, 2013, 2013 at 6pm at plot 915, BIDP shop.
- 5.11.2 Will do a schedule of meeting for the rest of the year.  
NEXT MEETINGS:  
June: Tuesday 18<sup>th</sup> 2013  
July: Tuesday 23<sup>rd</sup> 2013  
August: Tuesday 20<sup>th</sup> 2013

Meeting adjourned at 19h54.

	President		Secretary
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