



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

**P.O. Box 827
Gaborone**

Fax: 3971181
Mobile (Executive secretary): 7181 6811
e-mail: bidp@mega.bw
website: <http://www.bidp.bw>

**(A0kp)04
BIDP**

MINUTES OF BIDP COUNCIL MEETING NO. 6 2012/2013

Held at BIDP Shop, Plot 915, Gaborone, on 20th August, 2013 at 6pm.

6.1	Attendance		Phone
6.1.1	Present:	David Young Evans Moje Mutua Mutuku Edward Mazhani Chiwala Maipambe	Member President Vice president Treasurer Member 397 1181 / 7424 2618 310 5073 / 7216 5484 395 2882 / 7211 6323 74362259 395 1883/ 7172 5039
6.1.2	Apologies:	Ndingililo Hobona	Secretary 7149 3357
6.1.3	Absent:	L Mosienyane Andreas Groth Killion Mokwete	Member Member Member 397 4334 392 3462 / 7211 2213 7550 5291

ACT

6.2 PREVIOUS COUNCIL MEETING

6.2.1 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

2.3.3	Future events: round table discussion with City Council or Fire Department: Letter sent awaiting response: ET to follow up.	ET
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 (ET to chase)	DY
3.3.5	Campus Recreation at UB – done,	
1.4.4	Contracts: presentation or meeting with Banks. On going Events included as part of marketing & promotion To expedite	KM/NDH
4.3.2	Ulf correspondence – photography presentation: held on 20je13. BIDP Photography competition rules:	
4.3.3	Write a letter to PSP copy Lionjanga introducing BIDP and its availability for professional advice.	

	To be done.	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
4.3.8	Direct appointment procedure/process – ND Hobona to talk to Mr Kutoro and get BIDP included on the invite list.-by next meeting Chiwala to chase N Hobona	NDH

6.4 **TREASURER'S REPORT**

6.4.1 *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 31 July 2013 P28,902.63	
1.6.2	Discuss on ET: investigate availability of forms of agreement. E Mazhani to do a letter	DY
4.4.2	Proposal to share office space – BIDP cannot at this time. E Mazhani to redraft a letter to REIB-	ETM
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/ET

6.5 **MEMBERSHIP**

6.5.1 *MATTERS ARISING FROM PREVIOUS MINUTES*

6.5.2	New application received from M Mildred: to be offered Associate membership: ET to send a letter.	ET
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. Chase	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. Chase	ET

6.6 **CORRESPONDENCE**

6.6.1	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
6.6.2	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	
6.6.3	ERC to be launched to check if BIDP is invited.	
6.6.4	Letter to Council Fire Department	
6.6.5	Minutes from MIST working group on building regulations and contractor registration board	
6.6.6	Government to be informed about the maintenance contracts.	

- 6.6.7 Notice to be issued fro AGM
 6.6.8 ET to prepare report on items marked for her attention.

6.7 PUBLICATIONS/NEWS LETTER

6.7.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.7.3 BIDP electronic forms on website: on going
 Website not working due to cable: but operating system is working: DY
 problem with cable : D Young attending to it.
- 8.7.3 Newsletter: Did not happen: Symposium or DBES Director's presentation.
 Chase DBES director's presentation.
 Presentation to E Moje, ET to forward the same to the Newsletter team. EM
- 1.7.2.1 Minor Works Labour Only Contract
 Adopted and can be sold: Carefully check the text. ET/DY

6.8 PUBLIC RELATIONS

6.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 6.6.1 Government non-payment: letter to DBES: on going
 Kille & Dannhauser payment settled email from C Maipambe 9se13.
- 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
 Still to do
- 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 copied to E Moje.
 Still to do EM
- 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.
 Circulate letter to council and make a decision on sending letter to BOBS
 On going
 Letter circulated. ET to re-circulate
- 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.

6.9 MARKETING & PROMOTIONS STRATEGY

- 4.9.1 Marketing and Promotions Strategy Report attached and circulated with
 minutes: Strategy report: adopted as a working pager.
 BOCCIM - check if Ellen is receiving BOCCIM emails and must forward to ET
 Council
 Strategy report: adopted as awaiting pager.
- 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
 To be done.
- 4.9.3 Financial institutions
 CPDs every 2 to 3 months ; Consumer programmes such as SADC building
 visit & Photography presentation and competition

6.10 ANY OTHER BUSINESS

6.10.1 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

6.11 NEXT MEETING

6.11.1 The next meeting will be held on Tuesday, 17th September, 2013 at 6pm at plot 915, BIDP shop.

6.11.2 Annual General Meeting is proposed for 24th September, 2013.

Meeting adjourned at 19h56.

	President			Secretary
Cc:	Evans Moje - President	Fax	Email	
	Mutua Mutuku - Vice President	310 5076	ekmoje@mega.bw	
		7211 6323	mutua@symbion-int.co.bw	
	Edward Mazhani - Treasurer	74362259	mazhaniet@mopipi.ub.bw	
	Ndingililo Hobona - Secretary	71493357	ndhobona@yahoo.com	
	Andreas Groth	392 3462	agasgroth@gmail.com	
	David Young	397 1181	ya@yabw.net	
	Chiwala Maipambe	395 1883	chiwala.m@fitzwilliam.co.bw	
	L Mosienyane	397 4334	Leta@mpi.co.bw	
	K Mokwete	7550 5291	killion@boidus.co.bw	
	File			