

Secretary Copy



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

Apology: A Groth
E. Morhami

(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	Member 397 1181 / 7424 2618
		Evans Moje	President 310 5073 / 7216 5484
		Mutua Mutuku	Vice president 395 2882 / 7211 6323
		Edward Mazhani	Treasurer 74362259
		Chiwala Maipambe	Member 395 1883/ 7172 5039

6.1.2	Apologies:	Ndingililo Hobona	Secretary 7149 3357
-------	------------	-------------------	---------------------

6.1.3	Absent:	L Mosienyane	Member 397 4334
		Andreas Groth	Member 392 3462 / 7211 2213
		Killion Mokwete	Member 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. *proposed DM accept mm*

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 *as carry thing action* ET
- 3.3.2 Linux presentation by D Young: D Young to compile text for Ellen to distribute *new council action notes* DY
and for the newsletter. *include newsletter or marketing & PR*
- 3.3.5 Text still to do. Hoping to get assistance (ET to chase)
- 3.3.5 Campus Recreation at UB – done, *over all marketing strategy -*
- 1.4.4 Contracts: presentation or meeting with Banks. On going
- Events included as part of marketing & promotion
- To expedite
- 4.3.2 Ulf correspondence – photography presentation: held on 20je13. *maybe add in must the judges decision is final - Not to check with Ulf for advice.* KM/NDH
- 4.3.3 BIDP Photography competition rules:
- Write a letter to PSP copy Lionjanga introducing BIDP and its availability for professional advice. *do be done by tomorrow CEM*

- To be done.
- 4.3.4 PPADB is now responsible for contractor and consultant's registration. Forge close ~~boards~~ ^{boards} with BIDP. *Through participation in contractors registration involved in regulations* EM 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. *ME will follow up with AG/KM*
- 4.3.5.1 There is an opportunity to act based on the report.
- 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 *letter sent - regular follow up* NDH
Chiwala to chase N Hobona *requesting invitation*
Note its public and request more details
Reminder - calendar of events exp coming up
- 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. *Done* ET
- 7.4.4 Bank statement 31 July 2013 P28,902.63 *30 Sept 29,244.93*
- 1.6.2 Discuss on ET: investigate availability of forms of agreement.
E Mazhani to do a letter *ET/DM*
- 4.4.2 Proposal to share office space – BIDP cannot at this time.
E Mazhani to redraft a letter to REIB- *secretary will write letter to REIB* *curtesy* ETM/NDH
- 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. *secretary to send letter with ETM* *NDH* 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. *accepted associate membership* 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. *cor* 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 *EM will revise the letter with ET* ET/EM
- 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* *EM/AG/ETM*
- 6.6.3 ERC to be launched to check if BIDP is invited. *launch is par*
- 6.6.4 Letter to Council Fire Department
- 6.6.5 Minutes from MIST working group on building regulations and contractor registration board - *weekly meetings rather expensive if one is not being paid*
- 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:
problem with cable : D Young attending to it. *progress will move* DY
- 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. *note* 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~~
- 7.9.1 Gerrit Vlug: loss to BIDP: *will do by the end of work*
Draft letter given by D Young: put in newsletter.
E Moje to write letter for family. 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
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.~~ *AT Admin
invite - UFS
or Killion
- development professions (Topic)* ET

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
Council *(update to strategy in time)* 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
To be done. EM
- 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

#-letter to NDP - copy to all organisation - PPADB financial institutions

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

310 5076

Email

ekmoje@mega.bw

Mutua Mutuku - Vice

7211 6323

mutua@symbion-int.co.bw

President

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

Welcome remarks
Final meeting till AGM.
close out outstanding action items.

Proposed DY

accepted MM

we coming expoz BIDP must approach financial institutions to
and place our brochures with them. Can help with the
relationship with the banks

TREASURER'S REPORTS

7.4.4 - estimate as bank statements not arrived

*BURS - accountants have advised on law that BIDP must
register with BURS - Incoming council to deal.

~~then to send out proxy forms~~

MEMBERSHIP

4.5.2 - corporate body. BIDP ~~is to~~ to decide on what constitutes
a corporate.
- subscription ~~R1.50~~ propose ~~to~~ full member as
they have a right to vote.

CORRESPONDENCE

~~propo~~

6.6.6 - proposal for maintenance contracts

~~AOB~~

NEXT MEETING

*Fire write up from MM about the benefits of the fire meeting
*DY - report on the website
*NDH - Two activities - breakfast get together & photographs together.