



# BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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BIDP**

## **MINUTES OF BIDP COUNCIL MEETING NO. 7 2012/2013**

Held at BIDP Shop, Plot 915, Gaborone, on 8<sup>th</sup> October, 2013 at 6pm.

<b>7.1</b>	<b>Attendance</b>		<b>Phone</b>
7.1.1	Present:	David Young Evans Moje Mutua Mutuku Ndingililo Hobona	Member President Vice president Secretary
			397 1181 / 7424 2618 310 5073 / 7216 5484 395 2882 / 7211 6323 7149 3357
7.1.2	Apologies:	Andreas Groth Edward Mazhani	Member Treasurer
			392 3462 / 7211 2213 74362259
7.1.3	Absent:	L Mosienyane Killion Mokwete Chiwala Maipambe	Member Member Member
			397 4334 7550 5291 395 1883/ 7172 5039

ACT

## **7.2 PREVIOUS COUNCIL MEETING**

7.2.1 The minutes of the previous council meeting were agreed to be a true record by those then present. Proposed by D Young and accepted by M Mutua.

7.2.2 Final meeting until AGM  
Close out outstanding critical action items before the next elected council.

ALL

## **7.3 ACTIVITIES AND FUNCTIONS:**

### **7.3.1 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.

GCC Deputy Secretary stated will discuss and come back to BIDP

ET

3.3.2 Linux presentation by D Young: D Young to compile text for Ellen to distribute  
and for the newsletter.

ET/DY

Text still to do. Hoping to get assistance (ET to chase)

Include newsletter in overall marketing and promotions strategy.

NDH/KM

4.3.2 Ulf correspondence – photography presentation: held on 20je13.

Date Passed and only two entries received. NDH to check with Ulf for  
advice on how to proceed.

	May addendum to the rules that states the judges' decision is final.	NDH
4.3.3	Write a letter to PSP copy Lionjanga introducing BIDP and its availability for professional advice.	
	Be done by tomorrow.	EM
4.3.4	PPADB is now responsible for contractor and consultant's registration. Forge close bonds with BIDP.	Note
	Through participating in Contractors Registration meetings.	
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. ME will follow up with A Groth.	ME/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. Letter sent Regular follow up needed in requesting invitation. Note that it's public and request more details	NDH
7.3.2	Reminder of calendar of events: Property and Construction expo coming up: For next year. BIDP must approach financial institution to place our brochures with them. Can help forge relationships with banks.	Note
<b>7.4</b>	<b>TREASURER'S REPORT</b>	
<b>7.4.1</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
7.4.4	Bank statement not arrived: estimate balance is P29,244.93.	
1.6.2	Discuss on ET: investigate availability of forms of agreement. E Mazhani to do a letter	ETM
4.4.2	Proposal to share office space – BIDP cannot at this time. Secretary to write courtesy letter to RIEB.	NDH
	4.4.3 Revenue streams for BIDP as a future item Proposal to increase annual subscriptions: 50% effective next year as subscriptions renewals sent out already. Incoming Council free to alter the fees Contract prices round off at 40% increase. ET to find information on sale of contracts in terms of most popular contracts. Draft letter done, secretary to amend with ETM.	NDH/ETM
7.4.2	Accountants have advised on law that BIDP must register with BURS: incoming council to deal.	
<b>7.5</b>	<b>MEMBERSHIP</b>	
<b>7.5.1</b>	<b>MATTERS ARISING FROM PREVIOUS MINUTES</b>	
6.5.2	New application received from M Mildred: to be offered Associate membership: Letter sent: certificate to be printed.	ET
4.5.2	Architecture Students Association at UB: Council proposed UB Students Association may join as corporate member of BIDP. Subscription as full member as they have a right to vote. Secretary will confirm with the university how it is funded in order to gauge affordability of subscription	NDH/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. EM to revise letter with ET	ET/EM
<b>7.6</b>	<b>CORRESPONDENCE</b>	
7.6.1	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

7.6.2	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.	EM/AG
7.6.4	Minutes from MIST working group on building regulations and contractor registration Weekly meetings rather expensive if one is not being paid.	Note
7.6.5	Government to be informed about the maintenance contracts. Proposal for maintenance contracts on hold as contracts committee has limited activity currently.	EM/DY
<b>7.7</b>	<b>PUBLICATIONS/NEWS LETTER</b>	
7.7.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
7.7.3	BIDP electronic forms on website: DY reported progress and expects to complete in the next week. Website not working due to cable: but operating system is working: 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, ET to forward the same to the Newsletter team.	ET/EM
<b>7.8</b>	<b>PUBLIC RELATIONS</b>	
7.8.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
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. Will do by the end of work	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	ET
5.7.2.1	D Young to contact U Soderstrom on usage by Government of BIDP's Nominated sub-contract form base on FIDIC. BIDP – collectively advise government AGM speaker: invite Ulf Soderstrom or Killion: Topic "Development Professions"	ET/DY ET
<b>7.9</b>	<b>MARKETING &amp; PROMOTIONS STRATEGY</b>	
4.9.1	Marketing and Promotions Strategy Report to be updated for AGM	KM/NDH
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	Contracts presentation to financial institutions as part of planned symposium to be carried over to the next year. Council to brainstorm ideas for topic and speakers	ALL
<b>7.10</b>	<b>ANY OTHER BUSINESS</b>	
7.10.1	L Mosienyane: - Proposal for BIDP to look at repositioning itself - L Mosienyane will look at the Commonwealth foundation. On going E Moje will be following up with people to close out actions	LM EM

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| 7.10.2 | Letter to NDB regarding use of building valuers for construction tender evaluations – copy to all organisation including PPADB and financial institutions | NDH/EM |
| 7.10.3 | Fire: write up from M Mutua about the benefits of the fire meeting.   | MM     |
| 7.10.4 | D Young: report on website.   | DY     |
| 7.10.5 | NDH: Report to include two activities: champagne breakfast get together and photography competition.  | NDH    |

**7.11 NEXT MEETING**

- 7.11.1 This is the final meeting until AGM
- 7.11.2 Annual General Meeting is scheduled for Tuesday, 15<sup>th</sup> October, 2013 at Botswana Craft at 6pm. Notice sent out.

Meeting adjourned at 19h39.

	President			Secretary
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	Edward Mazhani - Treasurer	7211 6323	mutua@symbion-int.co.bw	
	Ndingililo Hobona - Secretary	74362259	mazhaniet@mopipi.ub.bw	
	Andreas Groth	71493357	ndhobona@yahoo.com	
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