

1.3 Activities

1.4 - Treasurers report

- 1.6.2 - ~~Check that~~ confirm sending invoices to members
- possible email addresses have changed } ETM to follow
- ~~check~~ confirm postal addresses } up with ET

ETM/ET

BUDGET

- ~~But~~ Summary of the past 4 years balance sheet negative trend.
- Budget is 10% over audited account
- attach budget

- * Membership - (promote BIDP & as part of marketing Strategy) chase for subscription

Identify members we know individually & contact for subscription

- * UB contribution yearly

Membership Correspondence

- 1.6.3 - Matsus meeting
 - Chairperson of BACCm construction - meet every Thursday.
 - * Bacc Private sector want one board & govt want 2 boards - separate registration & regulatory board
 - ABSCo/1's secretary of the board

Wf meeting - chair for the working committee. Retired but remains in this position. First draft ready in January. Ministry may not have funds to pay for consultants.

- 1.6.4. * CSM to investigate with govt that BIDP maintenance contracts would have govt support
- * CSM will follow up with ^{govt regarding maintenance} ~~PEPP~~ Deloitte contract

Construct

1.7 - Publications

1.7.1 Marketing & Promotions Strategy

- * get in touch with membership through a questionnaire
- Over the next week - circulate questionnaire in word network
- * Can comment.
- * Questionnaire must be ready by January meeting
- * Plan projects -
- * Data Base provided
- * Projects

Apology: C Maipambe

NDH 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>

(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 1 2013/2014

Held at BIDP Shop, Plot 915, Gaborone, on 29th October, 2013 at 6pm.

1.1 Attendance

		Phone
1.1.1	Present:	
	Giovanni Manis	President 390 1376 / 72300399
	Killion Mokwete	Vice President 7550 5291
	Ndingililo Hobona	Secretary 7149 3357
	Edward Mazhani	Treasurer 74362259
	David Young	Member 397 1181 / 7424 2618
	Chiwala Maipambe	Member 395 1883/ 7172 5039
	Seabo Morobolo	Member 71565676
	Tumisang Mogwe	Member 74712201

ACT

1.2 PREVIOUS COUNCIL MEETING

1.2.1 The minutes of the previous council meeting #7 were agreed to be a true record by those then present. Proposed by D Young and accepted by N D Hobona.

Gm 2nd Elm

1.3 ACTIVITIES AND FUNCTIONS:

1.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

2.3.3 Future events: round table discussion with City Council or Fire Department:

G Manis will look at file then liaise with ET to bring himself up to date: *ongoing next week*

4.3.2 Photography competition held on 20je13

Re launch and promote in tertiary institutions. *will discuss after meeting*

4.3.3 Write a letter to PSP copy Lionjanga introducing BIDP and its availability for professional advice.

Draft letter to be circulated to council - *will do by next meeting*

4.3.4 Contractor and consultant's registration set up to regulate industry and also register contractors

K Mokwete to write a report on meetings. Noted last meeting was reviewing existing activities. At stage where BIDP may provide formal response.

4.3.5 Construction Industry:

BIDP neutral umbrella body taking in the interest of all parties. Set up sub-committee to form strategic partnerships. *move to marketing plan/strategy*

4.3.8 Direct appointment procedure/process - Confirm BIDP is on email list.

called Kutaroo - meeting next week scheduled. will contact

GM/E
NDH/G

ET/ND

NI
NI

1.4 TREASURER'S REPORT

1.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

7.4.4 Letter requesting missing bank statement signed. Banks statement confirms ETM and ET accounts. Bank balance: P26,766.53 - 31st Oct '13 - 27,723.62

1.6.2 Discussion on ET: investigate availability of forms of agreement. Letter from ETM to include discussion on pay rise.

Propose to have formal appraisal. Appraisal can help with development.

Note: ET is very helpful for BIDP. - *ET has resigned but issue still remaining - so description appraisal*

4.4.3 Revenue streams for BIDP as a future item

Proposal to increase annual subscriptions:

Proposal for members to promote and distribute contracts.

Look at costs for contracts. Take a decision on increase to next meeting.

Advertisement marketing sub-committee: use strategic partnerships with media.

GM database may be used to promote contracts.

ETM/GM/
NDH
ETM/GM

7.4.2 Accountants have advised on law that BIDP must register with BURS: E Mazhani to follow up by end of next week: *ETM will be going this coming week*

ETM
ET/GM

1.4.2 Ellen to arrange for G Manis to be signatory. *GM To arrange with ET*

1.4.3 Cheque to Mega Internet for annual subscription: P1522.00 signed.

1.4.4 Ellen invoice for 30/09/13-25/10/13 P1, 650

1.5 MEMBERSHIP

1.5.1 MATTERS ARISING FROM PREVIOUS MINUTES

4.5.2 Architecture Students Association at UB: Currently student membership is free. Propose BIDP sponsors 3 years free for a start as corporate social responsibility.

ET/ETM
ET

1.5.2 Received new application from T Mlilo: to be offered Associate membership. *accepted*

1.5.3 BIDP certificates have no date so members use even if not paid up members: propose date sticker. Identify and communicate benefits for members eg. Voting rights, dated certificates. As part of new BIDP strategy. *will proceed*

GM

1.5.4 G Manis proposes council members sign off contracts on register and sell on consignment - *must implement with record keeping through minutes*

1.5.5 UB end of year student exhibition. Letter sent, accepted and noted by S Morobolo on behalf of UB.

Note

GM Proposed & 2nd by KM approved for full membership

1.6 CORRESPONDENCE

1.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

1.6.2 Building regulations initially proposed and rejected. Now overtaken by other events:

KM

Follow up with Sitha if still active but must have representation.

1.6.3 Minutes from MIST working group on building regulations and contractor registration

GM

Get up date from BOCCIM: G Manis will follow up with Makus Markidis.

1.6.4 Government to be informed about the maintenance contracts.

Mainly Youth contracts (not necessarily skilled) and Currently using purchase orders.

Originally there was a BOCCIM team to design the procurement document.

Opportunity for BIDP to produce maintenance contract

Sub-committee to go and meet with MIST. See (Mr Monkutlwatsi-QS) regarding contracts. G Manis will call Ulf Soderstrom: circulate to council

DY/GM

FNB procurement of maintenance example which could be considered.

received payment from Seabo

KM will attend next Thursday meeting for the construction registration board - Will get back to Council

KM

1.7 PUBLICATIONS/NEWS LETTER

1.7.1 MATTERS ARISING FROM PREVIOUS MINUTES

7.7.3 BIDP electronic forms on website:

D Young to load BIDP on web site within 3 week for council to try out. If working then can be rolled out to public. *DM has time constraints*

8.7.3 Newsletter: S Morobolo to lead support from N D Hobona

DY
SM/NDH

Contracts review committee - the next meeting. Morobolo will take over as chair. Looking for Secretary

1.8 PUBLIC RELATIONS

1.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

7.9.2 BOBS presentation on product marking was given with very short notice.

Letter received by BOBS asking what is needed: G Manis to follow up.

BIDP could join committee. It is free to join you don't get paid.

Note on certificate of origin promotion to government: BIDP could pursue.

GM

1.9 MARKETING & PROMOTIONS STRATEGY

1.9.1 MATTERS ARISING FROM PREVIOUS MINUTES

4.9.1 Marketing and Promotions Strategy Report: email to G Manis.

KM/NDH
/GM

4.9.2 Corporate Social Responsibility activities- eg: Old Naledi Market proposal as an example; G Manis to gather all information and formulate documentation on strategy.

GM

4.9.3 Contracts presentation to financial institutions as part of planned symposium to be carried over to the next year. Part of overall marketing strategy.

GM

1.10 TAKING BIDP FROM THE PAST INTO THE FUTURE WORKING ON IMAGE AND PROGRAMMES.

1.10.1 Write a letter to introduce ourselves to other organisations to form strategic partnerships. Re look at marketing plan, create and add calendar of events. Looking at the overall goal of BIDP. Budget for activities with monitoring systems and bench marking.

Proposed activities: Annual symposium. Note that project management very current. Presentations to Engineers association, Golf day, Visit to projects nearing completion providing refreshments.

NDH/GM/TM

1.11 DISCUSSIONS OF BUDGET FOR 2013/14

1.11.1 ET Mazhani and G Manis to work together to put together a budget.

ETM/GM

1.12 ANY OTHER BUSINESS

MATTERS ARISING FROM PREVIOUS MINUTES

1.12.1 Letter to NDB regarding use of building valuers for construction tender evaluations – copy to all organisation including PPADB and financial institutions. Note that CEDA now engages accredited QS: success rate jumped from about 20% to 75%. Bankers Association could be approached. NDH to spearhead.

1.12.2 Proposal for contracts presentation to professionals only

1.12.3 Minutes could be distributed Monday Morning.

will have report by next meeting.
NDH
Note
ET/NDH

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. Box 827
Gaborone

Fax: 3971181

Mobile (Executive secretary): 7101 8811

e-mail: bidp@magi.bw

website: <http://www.bidp.bw>

1.13 NEXT MEETING

1.13.1 The next council meeting is scheduled for Tuesday, 19th November, 2013 at 6pm at BIDP shop, Gaborone.

1.13.2 Proposed schedule for meetings:

19th November '13
10th December '13
21st January '14
18th February '14
22nd March '14
20th April '14
17th May '14
22nd June '14
19th August '14

Meeting adjourned at 19h38.

President

Fax

Email

Secretary

Cc:	Giovanni Manis - President	3935188	gianni@firsttrainingbw.com
	Killion Mokwete - Vice President	7211 6323	mutua@sybion-int.co.bw
	Edward Mazhani - Treasurer	74362259	mazhaniet@mopipi.ub.bw
	Ndingililo Hobona - Secretary	71493357	ndhobona@yahoo.com
	Tumisang Mogwe	74712201	temocs@gmail.com
	David Young	397 1181	ya@yabw.net
	Chiwala Maipambe	395 1883	chiwala.m@fitzwilliam.co.bw
	Seabo Morobolo	71565676	morobolo@yahoo.com.au
	File		

1.2 PREVIOUS COUNCIL MEETING

1.2.1 The minutes of the previous council meeting of 27th October 2013 at 6pm were presented. Proposed by D Young and adopted by 10/0 votes.

1.3 ACTIVITIES AND FUNCTIONS

1.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

1.3.1.1 Future council meeting discussion with City Council to be held on 19th November 2013.

1.3.1.2 Photography competition held on 20th April 2013.

1.3.1.3 Re launch and promote at tertiary institutions with a view to increasing the number of students.

1.3.1.4 Write a letter to PSP copy change introducing BIDP as a provider of professional advice.

1.3.1.5 Draft letter to be presented to council.

1.3.1.6 Committee and consultant's registration set up to regulate industry and ensure regular contribution.

1.3.1.7 R.T. Young to keep a report on meetings. Noted last meeting.

1.3.1.8 Reviewing training activities. At stage where BIDP may provide formal approval.

1.3.1.9 Construction industry.

1.3.1.10 BIDP has a working group to set up in the event of a disaster. Set up with committee to look at the situation.

1.3.1.11 BIDP has a working group to set up in the event of a disaster. Set up with committee to look at the situation.

1.3.1.12 BIDP has a working group to set up in the event of a disaster. Set up with committee to look at the situation.

1.3.1.13 BIDP has a working group to set up in the event of a disaster. Set up with committee to look at the situation.

1.3.1.14 BIDP has a working group to set up in the event of a disaster. Set up with committee to look at the situation.

1.3.1.15 BIDP has a working group to set up in the event of a disaster. Set up with committee to look at the situation.