

Minutes BIDP meeting -

Welcome

~~comp~~ agenda approved

Presen Suro

Eddy

DI

KM

GM

TM

NDH

CM

minutes
- Proposed DI

- accepted NDH

Matters arising

- 2.33 - Specify discussion points and (expand discussion may include painting & building control)
- letter made previously
- GM will look at file liaise with ET to bring himself up to date. Address

4.3.2. Photography contest

- schools
- calendar of events
- relook at ~~strat~~ marketing plan.
- over all goal.
- Budget for activity
- monitoring system, besides marketing

4.3.3 - ~~letter~~ draft letter circulate to council ET/NDH

4.3.4. KM will write a report on meetings act
→ last ~~minutes~~ meeting was reviewing existing act.
→ At a stage where BIDP may provide formal response
→ Regulate industry & also register for contractors KM

4.3.5. note (BIDP ~~was~~ neutral umbrella body taking in the interest of all parties
→ from strategic partnerships GM

7.4 - Treasurer's report

7.4.4 - ~~report~~ is statement is late

Bank statement confirms GM & ET accounts

GM/ETM

1.62 - GM/ET

formal appraisable

note ~~ET~~ is very helpful - appraisal can help with development.

NDH/GM/ETM

4.4.2 Done

4.4.3 - Certificates have no date so members use over if not paid up members - propose date sticker

7.4.2 - write

- ~~find benefits~~ identify benefits for members
- sell to members & may remove if not paid up
- e.g. voting rights, dated certificates
- as part of new ^{old} strategy

* letter requesting statement from bank as fast

* bank statement balance 28/09/17, P26,766.53

* Cheque to Mega internet annual subscription P1,522.

* (Elen) P1,650 - 9/30 - 10/25
invoice P1,650.

* 4.4.3 - GM to propose ~~signing off~~ contracts & selling on

Consignment.

- Proposed to promote sales for volume rather than price increase

- Members to promote & sell to contracts - act as distribution

= members

- advertisement marketing subcommittee

use strategic partnerships with media

- ~~break even costs~~ look at costs

Take a decision on next meeting

- GM database may be used to promote contracts

4.5.2 - Currently student membership is free -

* Corporate Social Responsibility

* Propose BIOP sponsors Byrns free for a start

16

7.6.1 -

7.6.2 - Building regs proposed & rejected. Overlooked by other events.
- Follow with Siten if ~~the~~ still active but must have representation.

7.6.4 - Get update from BOCIM - AM will follow up with Mak~~us~~ Markidis -

2.65 - Maintenance contracts mainly younger contracts (not necessarily ^{settled})

- originally there was a team to design the procurement docs

- Opportunity for BIDP to produce maintenance contract

- ~~Sub~~ committee to go meet with Misi (DY/AM)

(Montkhwetsi - QS) regarding contracts.

AM will call Ulf Soderstrom circulate to Council

- BOCIM had a started process follow that up with

- Martin Magonah was keen in the publicisation committee

- Currently use purchase order

- FOB example framework could be considered.

7.7

7.7.3 - ^{load BIDP} to ~~load~~ on website with 3 weeks for Council
to try out. If working then can be rolled out
to public

7.9.2 - ~~Propose~~ Make proposal to BOBS

- BIDP ~~to~~ could join committees. Free to join you don't get paid.

- note on certificate of origin promotion to Court.
BIDP could pursue.

7.10.2 - NDB

- CEDA now engages accredited QS & valuers - (NDB/TM)
- Moved from 20% to 75% (AM)

- Bankers association could be approached

ITEM 5 of agenda.

- Minutes to be distributed by Monday morning

ITEM 6

Tim & AM to work together to put together a budget.

(2)

- ^{events}
- * Symposium - one per year
 - Golf day proposed
 - Project management
 - Presentation to ^{the} Engineers Association
 - Visit projects nearing completion
 - ~~for~~ refreshments
- } Budget

A O B

- * - Contracts discuss with professionals only!

Meeting adjourned at 1938

- Next meeting!

N.D. Hobona



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(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 7 2012/2013

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

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

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.

ACT

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.

3.3.2 GCC Deputy Secretary stated will discuss and come back to BIDP
~~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)~~

4.3.2 Include newsletter in overall marketing and promotions strategy.
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.

ET

~~ET/DY~~

NDH/KM

- add*
- 4.3.3 May addendum to the rules that states the judges' decision is final. NDH
Write a letter to PSP copy Lionjanga introducing BIDP and its availability for professional advice.
- 4.3.4 Be done by tomorrow. *Draft attached* EM
PPADB is now responsible for contractor and consultant's registration. Forge close bonds with BIDP. *KM Note*
- 4.3.5 Through participating in Contractors Registration meetings. 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. *write a letter to introduce ourselves to other people coming to form strategic partnership* *EM/AG/KM*
- 4.3.5.1 There is an opportunity to act based on the report. *Letter to BCCM President* *EM/AG/KM*
EM/AG/KM will follow up with A Groth.
- 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 NDH
Regular follow up needed in requesting invitation. Note that it's public and request more details. *ask confirm that BIDP is on email list.*
- ~~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*
- 7.3.2 Reminder of calendar of events*
- 7.4 TREASURER'S REPORT**
- 7.4.1 MATTERS ARISING FROM PREVIOUS MINUTES
- 7.4.4 Bank statement not arrived: estimate balance is P29,244.93. *GM/ETM*
- 1.6.2 Discuss on ET: investigate availability of forms of agreement. E Mazhani to do a letter – *will include discussion on paying rise*
- 4.4.2 Proposal to share office space – BIDP cannot at this time. *Sent* NDH
Secretary to write courtesy letter to RIEB.
- 4.4.3 Revenue streams for BIDP as a future item
Proposal to increase annual subscriptions: 50% effective next year as *approved by council*
subscriptions renewals sent out already. Incoming Council free to alter the fees
Contract prices round off at 40% increase. *make decision at next meeting*
ET to find information on sale of contracts in terms of most popular contracts. *draft will circulate* NDH/ETM
Draft letter done, secretary to amend with ETM. *Hobona check*
- 7.4.2 Accountants have advised on law that BIDP must register with BURS: incoming council to deal. *ETM by end of next week Friday* *ET*
ET *will circulate revised draft to council*
- * forms will be given to arrange for GM to be signatory*
- 7.5 MEMBERSHIP**
- 7.5.1 MATTERS ARISING FROM PREVIOUS MINUTES
- 6.5.2 New application received from M Mildred: to be offered Associate membership: Letter sent: certificate to be printed. *done issued* 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. *ET*
EM to revise letter with ET *Letter sent accepted & noted* ET/EM
- 7.6 CORRESPONDENCE**
- 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
- (b.5.2 Thando Mlilo - associate membership proposed members to have a look & respond within one week.)*

- 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. EMDY
- 7.7 PUBLICATIONS/NEWS LETTER**
- 7.7.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 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 note attached 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
Propose EM to lead support from NDI
- 7.8 PUBLIC RELATIONS**
- 7.8.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 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. *Letter sent* EM
Will do by the end of work
- 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 *GM to follow up GM*
On going *Letter received by BOBS*
Letter circulated. ET to re-circulate *they want to know what to do when they reply.* 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. ET/DY
BIDP - collectively advise government
AGM speaker: invite U Soderstrom or Killon: Topic "Development Professions" *done* ET
- 7.9 MARKETING & PROMOTIONS STRATEGY**
- 4.9.1 Marketing and Promotions Strategy Report to be updated for AGM - *Email to GM/*
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. *GM tomorrow KM/NDH*
- 4.9.3 *To be done. GM will gather all info formulate document* EM
Contracts presentation to financial institutions as part of planned symposium on Strategy
to be carried over to the next year. Council to brainstorm ideas for topic and speakers ALL
- 7.10 ANY OTHER BUSINESS**
- 7.10.1 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 to close out actions EM

- 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, ~~done~~ 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
- Propose for new strategy include in market strategy for next year.*
- 7.11 NEXT MEETING**
- 7.11.1 This is the final meeting until AGM
- 7.11.2 Annual General Meeting is scheduled for Tuesday, 15th October, 2013 at Botswana Craft at 6pm. Notice sent out.

Meeting adjourned at 19h39.

	President		Secretary
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