



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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(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
	Seab 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.

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:	GM/ET
4.3.2	Photography competition held on 20je13 Re launch and promote in tertiary institutions.	NDH/GM
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	ET/NDH
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.	KM
4.3.5	Construction Industry: BIDP neutral umbrella body taking in the interest of all parties. Set up sub-committee to form strategic partnerships.	Note
4.3.8	Direct appointment procedure/process – Confirm BIDP is on email list.	NDH

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
- 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. ETM/GM/
Note: ET is very helpful for BIDP. NDH
- 4.4.3 Revenue streams for BIDP as a future item ETM/GM
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.
- 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
- 1.4.2 Ellen to arrange for G Manis to be signatory. ET/GM
- 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
- 1.5.2 Received new application from T Mlilo: to be offered Associate membership. ET
- 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 GM
- 1.5.4 G Manis proposes council members sign off contracts on register and sell on consignment
- 1.5.5 UB end of year student exhibition. Letter sent, accepted and noted by S Morobolo on behalf of UB. Note

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: Follow up with Sitha if still active but must have representation. KM
- 1.6.3 Minutes from MIST working group on building regulations and contractor registration Get up date from BOCCIM: G Manis will follow up with Makus Markidis. GM
- 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.

1.7	PUBLICATIONS/NEWS LETTER	
1.7.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
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	DY
8.7.3	Newsletter: S Morobolo to lead support from N D Hobona	SM/NDH
1.8	PUBLIC RELATIONS	
1.8.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
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	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
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	
	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
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.	NDH
1.12.2	Proposal for contracts presentation to professionals only	Note
1.12.3	Minutes could be distributed Monday Morning.	ET/NDH

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

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Cc:

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