



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 2 2013/2014

Held at BIDP Shop, Plot 915, Gaborone, on 21st November, 2013 at 6pm.

2.1	Attendance		Phone
2.1.1	Present:	Giovanni Manis	390 1376 / 7230 0399
		Killion Mokwete	7550 5291
		Ndingililo Hobona	7149 3357
		Edward Mazhani	7436 2259
		David Young	397 1181 / 7424 2618
		Seabo Morobolo	7156 5676
		Tumisang Mogwe	7471 2201

2.1.2	Apologies:	Chiwala Maipambe	Member	395 1883/ 7172 5039
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ACT

2.2 PREVIOUS COUNCIL MEETING

2.2.1 The minutes of the previous council meeting #1 were agreed to be a true record by those then present. Proposed by G Manis and accepted by E T Mazhani.

2.3 ACTIVITIES AND FUNCTIONS:

2.3.1 MATTERS ARISING FROM PREVIOUS MINUTES

4.3.8	Direct appointment procedure/process – Confirm BIDP is on email list. Called Kutoro – meeting scheduled for next week.	NDH
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	GM/ET
4.3.2	Photography competition held on 20je13: Re launch and promote in tertiary institutions. Will discuss next week.	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 Will do by next meeting	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

4.3.8	Direct appointment procedure/process – Confirm BIDP is on email list. Called Kutoro – meeting scheduled for next week.	NDH
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2.4 TREASURER'S REPORT

2.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

7.4.4	Banks statement: Bank balance: P27,223.62. ET resigned : but issue of Job Description and appraisal still remains	ETM/GM/ NDH
4.4.3	Revenue streams for BIDP as a future item Proposal to increase annual subscriptions: Council members to promote and distribute contracts. Look at costs for contracts. GM database may be used to promote contracts. GM provided database. To be made electronic	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 to BURS in the coming week.	ETM
1.4.2	Ellen to arrange for G Manis to be signatory. G Manis to arrange with ET.	ET/GM
2.4.2	Confirm sending invoices to membership Confirm current members postal and email addresses ETM to follow up with ET	ETM/ET
2.4.3	Budget Summary of the past 4 years: balance sheet negative trend Budget is 10% over audited account. Membership – promote BIDP and chase for subscription as part of marketing strategy. Identify members we know individually and contact for subscription	ETM Note

2.5 MEMBERSHIP

2.5.1 MATTERS ARISING FROM PREVIOUS MINUTES

2.5.2	Received new application from T Mliilo: to be offered Associate membership: Accepted and certificate signed: issue.	ET
2.5.3	BIDP certificates have no date so members use even if not paid up members: propose date sticker. Will proceed to investigate costs	GM
2.5.4	G Manis proposes council members sign off contracts on register and sell on consignment Must implement with recording keeping through minutes. Accepted	ALL
2.5.5	Received new application from B Digkola: accepted for Ordinary membership. To send letter.	ET

2.6 CORRESPONDENCE

2.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

2.6.2	Building regulations initially proposed and rejected. Now overtaken by other events: Follow up with Sitha if still active but must have representation.	KM
2.6.3	Minutes from MIST working group on building regulations and contractor registration K Mokwete will attend next Thursday meeting for the construction registration board – will get back to council Get up date from BOCCIM: G Manis followed up with Makus Markidis. Chairperson of BOCCM constructions -meet every Thursday. Private sector want one board and government want 2 boards – separate registration and regulatory board ABCON is secretary of the board.	GM
2.6.4	Government to be informed about the maintenance contracts.	

2.6.5	<p>G Manis met with Ulf who is chair for the working committee. He is retired but remains in this position. First draft of the bill ready in January. Ministry may not have funds to pay for consultants. Ulf confirmed register of Youth Contractors. MIST & PEEPA involved in this exercise. DBES is in charge of utilising the private sector efficiently. Ulf confirmed Deloitte are developing the Maintenance Contract.</p> <p>Received payment form S Morobolo.</p>	DY/GM
2.7	PUBLICATIONS/NEWS LETTER	
2.7.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
7.7.3	<p>BIDP electronic forms on website:</p> <p>D Young has time constraints. Closed matter.</p>	
8.7.3	<p>Newsletter: S Morobolo to lead support from N D Hobona</p> <p>Will attend by next meeting.</p>	SM/NDH
2.7.2	<p>Contracts review committee</p> <p>Martin Mogomela will take over as chair. Looking for secretary.</p> <p>G Manis offered to contribute to CRC.</p>	
2.8	PUBLIC RELATIONS	
2.8.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
7.9.2	<p>BOBS presentation on product marking was given with very short notice.</p> <p>Letter received by BOBS asking what is needed: G Manis to follow up.</p> <p>Note on certificate of origin promotion to government: BIDP will pursue.</p>	GM
2.9	MARKETING & PROMOTIONS STRATEGY	
2.9.1	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
4.9.1	<p>Marketing and Promotions Strategy Report: Emailed to G Manis</p> <p>G Manis drafted and circulated to council.</p>	
4.3.5	<p>Construction Industry: BIDP neutral umbrella body taking in the interest of all parties. Set up sub-committee to form strategic partnerships.</p>	GM
4.9.2	<p>Corporate Social Responsibility activities- eg: Old Naledi Market proposal as an example; G Manis to gather all information and formulate documentation on strategy. Draft prepared and circulated by GM. Council to comment</p>	ALL/GM
4.9.3	<p>Contracts presentation to financial institutions as part of planned symposium to be carried over to the next year. Part of overall marketing strategy. . Draft prepared and circulated by GM. Council to comment</p>	ALL/GM
2.9.2	<p>Get in touch with membership through a questionnaire</p> <p>Over the next week – circulate questionnaire in word to members – can comment</p> <p>Questionnaire must be ready by January meeting</p>	
2.10	TAKING BIDP FROM THE PAST INTO THE FUTURE WORKING ON IMAGE AND PROGRAMMES.	
2.10.1	<p>G Manis prepared and circulated draft plan to council. No comments yet. But Council will review and comment for next meeting.</p>	NDH/GM/ TM
2.11	DISCUSSIONS OF BUDGET FOR 2013/14	
2.11.1	<p>Proposed budget presented and discussed. Review at next meeting</p>	ETM/GM
2.12	ANY OTHER BUSINESS	
	<i>MATTERS ARISING FROM PREVIOUS MINUTES</i>	
2.12.1	<p>Letter to NDB regarding use of building valuers for construction tender evaluations – copy to all organisation including PPADB and financial institutions. Bankers Association could be approached. NDH to spearhead.</p> <p>Will have report by next meeting</p>	NDH

2.13 NEXT MEETING

2.13.1 The next council meeting is scheduled for Tuesday, 10th December, 2013 at 6pm at G Manis residence Phakalane. Directions will be sent.

2.13.2 Proposed schedule for meetings:

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

Killion Mokwete - Vice President

Edward Mazhani - Treasurer

Ndingililo Hobona - Secretary

Tumisang Mogwe

David Young

Chiwala Maipambe

Seabo Morobolo

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