



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. Box 827 - Gaborone - Tel/fax 582 067
e-mail: bidp@mega.bw - website www.bidp.bw

(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 2 2004/2005

Held at: Gaborone Cricket Club on 3rd March, 2005, at 6pm

2.1 Attendance

2.1.1 Present: R Sergeant President
D Young Secretary
E T Mazhani
L Kimani
T Rantshilo

2.1.2 Apologies: A Chiwila
G Vlug Treasurer

2.2 PREVIOUS COUNCIL MEETING

2.2.1 The minutes of the previous council meeting were agreed to be a true record by those then present.

2.3 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

2.3.1 9.3 item 4.3.2 It was suggested that insurance associations be encouraged to increase premiums for companies that charge less than the recommended fee scale. ETM/DY to draft letter to Insurance Companies. No report of L Kimani action regarding letter/s to insurers. ETM noted the interest of D Kapitof of DIB in a group scheme. ETM has a letter. DY to send.

DY

2.4 ACTIVITIES AND FUNCTIONS:

2.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

1.4.1 D Young to organise a visit to K Palalani house: Arranged for Friday, 8th April, 2005 at 5pm with snacks and drinks

DY

2.5 TREASURER'S REPORT

MATTERS ARISING FROM PREVIOUS MINUTES

2.5.1 D Young has a statement. Will pass to G Vlug

2.6 MEMBERSHIP

2.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

Item 6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. Cheque received from Mwitumwa. Need to assess now. Not yet

DY

Item 1.6.2 Application for Thuso Moremedi received, advised to submit copies of certificates. Copies of certificates not received from Moremedi (who informed E T Mazhani he would deliver these this week). Cheque has expired. Return the cheque and advise we are waiting. Must follow procedures. Still not sent.

DY

5.7.3 Received I Mokheledi application by e-mail. Council to discuss further, see items 6.11.3 below. B Hyde noted outstanding items on the application form and handed it to ETM to follow-up with I Mokheledi. L Hutchings proposed an oral discussion with Mokheledi. President said he would do this. Not done.

RS

Check previous minutes regarding note on copying of contract.

DY

2.7 CORRESPONDENCE

2.7.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 1.7.1 Incoming items circulated.
1.7.2 Emails: circulate by profession; ask other members to opt in for all/some interest groups. Done

DY

~~DY~~

- 2.7.2 Circulate CAA to School of Architecture and copy to L Kimani. L Kimani noted has been in touch with University of Botswana, School of Architecture: has sent book and contact details. Letter from University of Botswana requesting information may be at follow – up. D Young to send a copy to Kimani to get in touch and call in others. R Sergeant to respond.
E T Mazhani noted ex-Professor Essy Baniasadi or I Mosinyi may be in touch with University of Botswana also.

RS

2.8 PUBLICATIONS/NEWS LETTER

2.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- Item 4.8.2 LK received a proposal for directory from College publishers; Directory is proceeding. No charge, as the publishers get money from the adverts. ETM noted time frame: it was agreed a directory should appear at least every two years, but L Hutchings and R Sergeant considered annually would be better. College publishers 'problems with printers' and delayed. Financial issues. College publishers are looking for another printers: Since confirmed will have items on 28th June 2005: today apologised and still expecting today. Friday will start issueing. BIDP will circulate. (Some perhaps via College publishers: avoid double issues).

DY

- 10.5.2.1 It was agreed that a committee will be set up to review the contract. RS to formally request members to form the committee. No report of contract committee. Suggest other organisations be pulled in to assist.

GV

- 1.8.2 BIDP should facilitate consideration of features of the South African JBCC contract related to BIDP contracts. In rolling assessment.

- 1.8.3 Check with Marina regarding matters and copies of contract: AC stated he had been told no copies were available. D Young had delivered four revised masters to Marina. Noted also that Marina has moved office: update Web site. Have got contracts available: need to get master update on architect appointment.

RS DY

- 1.8.4 Newsletter: It was proposed to get persons not on Council to prepare newsletters, coordinated by Council members. To do the work properly needs commitment. D Young noted that one A4 page was quite sufficient. Newsletter can repeat contact information of Council members etc. Roster of Council coordinators for a quarterly newsletter.

L Hutchings to be chased by R Sergeant.
A Chiwila
T Rantshilo
E T Mazhani

RS

L Hutchings noted a need to liaise with the secretary and contact secretaries of other organizations.

2.9 LIAISON

2.9.1 MATTERS ARISING FROM PREVIOUS MINUTES

- Item 9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sergeant to pursue with AAB.
D Young to count architects. 23 full residents architects: suggest AAB consider UIA.
1.9.2 T Rantshilo noted contacts were taking place between Government and organisations regarding tendering and fees. BIDP may need to investigate. IBQS had requested L Hutchings to attend, and he stated he had noted he was also representing BIDP when he attended. IBQS noted PPADB meeting last week: RS to pursue.

RS

RS

2.10 PROFESSIONAL CENTRE

2.10.1 MATTERS ARISING FROM PREVIOUS MINUTES

Item 7.10.2 D Young has given L Kimani some prospects for plots with houses. LK to follow up. LK said she has only followed up on one, and it looks promising, will follow up on the others and report at the next meeting. No report. House plot 1001: G Vlug to check: BIDP to follow up and make offer if appropriate. TT with GV: meet pre easter.

TT/GV

2.11 ANY OTHER BUSINESS

2.11.1 MATTERS ARISING FROM PREVIOUS MINUTES

Item 7.11.5 D Young has sent a copy of contract between Euro Construction and BENMAS to G Vlug to check if it is a copy of the BIDP Contract. G Vlug confirmed that it is an unauthorised copy. G Vlug said he will ask the lawyer to write a letter to Euro Construction and BENMAS asking for P10,000.00 from each of them for copying the contract. No report. Persue: GV/RS need to press.

GV/RS

2.11.2 T Rantshilo: try to prioritise actions and focus on main issues. Also further consider relations with ie AAB. Need to meet / talk. BIDP to focus on over -arching coordination.

RS

2.12.3 Prices for publications: review and firm up.

2.11.4 E Moje is available to assist council. Possible ask him now to assist. L Hutchings on newsletter.

LH


2.11.5 BDF copies being made as sample (sale of reference copies).

2.12 NEXT MEETING

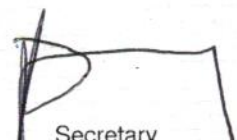
2.12.1 The next Council meeting will be held at 6pm at Gaborone Cricket Club on 7th April, 2005.

ALL

Minutes approved:



President



Secretary

Cc: R Sergeant – President
L Hutchings – Vice President
G Vlug - Treasurer
D Young - Secretary
L Kimani
T Rantshilo
A Chiwila
A Groth
E Mazhani
File

Fax: 318 2985 ✓
Fax: 318 2016
Fax: 533 7249 ✓
Fax: 392 7764 ✓
Fax: ~~393 5062~~ 390 2297 ✓
Fax: 318 2073 ✓
Fax: 392 3632 ✓



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BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 2 2004/2005

Held at: Gaborone Cricket Club on 3rd March, 2005, at 6pm

2.1 Attendance

2.1.1 Present: R Sergeant President
D Young Secretary
E T Mazhani
L Kimani
T Rantshilo

2.1.2 Apologies: A Chiwila
G Vlug Treasurer

2.2 PREVIOUS COUNCIL MEETING

2.2.1 The minutes of the previous council meeting were agreed to be a true record by those then present.

2.3 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

2.3.1 9.3 item 4.3.2 It was suggested that insurance associations be encouraged to increase premiums for companies that charge less than the recommended fee scale. ETM/DY to draft letter to Insurance Companies. No report of L Kimani action regarding letter/s to insurers. ETM noted the interest of D Kapitol of DIB in a group scheme. ETM has a letter. DY to send.

DY

2.4 ACTIVITIES AND FUNCTIONS:

2.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

1.4.1 D Young to organise a visit to K Palalani house: Arranged for Friday, 8th April, 2005 at 5pm with snacks and drinks

DY

2.5 TREASURER'S REPORT

MATTERS ARISING FROM PREVIOUS MINUTES

2.5.1 D Young has a statement. Will pass to G Vlug.

2.6 MEMBERSHIP

2.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

Item 6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. Cheque received from Mwitumwa. Need to assess now. Not yet
Item 1.6.2 Application for Thuso Moremedi received, advised to submit copies of certificates. Copies of certificates not received from Moremedi (who informed E T Mazhani he would deliver these this week). Cheque has expired. Return the cheque and advise we are waiting. Must follow procedures. Still not sent.
5.7.3 Received I Mokheledi application by e-mail. Council to discuss further, see items 6.11.3 below. B Hyde noted outstanding items on the application form and handed it to ETM to follow-up with I Mokheledi. L Hutchings proposed an oral discussion with Mokheledi. President said he would do this. Not done.
Check previous minutes regarding note on copying of contract.

DY

DY

RS

DY

2.7 CORRESPONDENCE

2.7.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 1.7.1 Incoming items circulated. DY
- 1.7.2 Emails: circulate by profession; ask other members to opt in for all/some interest groups. Done DY
- 2.7.2 Circulate CAA to School of Architecture and copy to L Kimani. L Kimani noted has been in touch with University of Botswana, School of Architecture: has sent book and contact details. Letter from University of Botswana requesting information may be at follow – up. D Young to send a copy to Kimani to get in touch and call in others. R Sergeant to respond. RS
- E T Mazhani noted ex-Professor Essy Baniyadi or I Mosinyi may be in touch with University of Botswana also.

2.8 PUBLICATIONS/NEWS LETTER

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- Item 4.8.2 LK received a proposal for directory from College publishers; Directory is proceeding. No charge, as the publishers get money from the adverts. ETM noted time frame: it was agreed a directory should appear at least every two years, but L Hutchings and R Sergeant considered annually would be better. College publishers 'problems with printers' and delayed. Financial issues. College publishers are looking for another printers: Since confirmed will have items on 28th June 2005: today apologised and still expecting today. Friday will start issueing. BIDP will circulate. (Some perhaps via College publishers: avoid double issues). DY
- 10.5.2.1 It was agreed that a committee will be set up to review the contract. RS to formally request members to form the committee. No report of contract committee. Suggest other organisations be pulled in to assist. GV
- 1.8.2 BIDP should facilitate consideration of features of the South African JBCC contract related to BIDP contracts. In rolling assessment.
- 1.8.3 Check with Marina regarding matters and copies of contract: AC stated he had been told no copies were available. D Young had delivered four revised masters to Marina. Noted also that Marina has moved office: update Web site. Have got contracts available: need to get master update on architect appointment. RS
- 1.8.4 Newsletter: It was proposed to get persons not on Council to prepare newsletters, coordinated by Council members. To do the work properly needs commitment. D Young noted that one A4 page was quite sufficient. Newsletter can repeat contact information of Council members etc. Roster of Council coordinators for a quarterly newsletter.
- L Hutchings to be chased by R Sergeant. RS
- A Chiwila
- T Rantshilo
- E T Mazhani
- L Hutchings noted a need to liaise with the secretary and contact secretaries of other organizations.

2.9 LIAISON

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- Item 9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sergeant to pursue with AAB. RS
- 1.9.2 D Young to count architects. 23 full residents architects: suggest AAB consider UIA. T Rantshilo noted contacts were taking place between Government and organisations regarding tendering and fees. BIDP may need to investigate. IPQS had requested L Hutchings to attend, and he stated he had noted he was also representing BIDP when he attended. IBQS noted PPADB meeting last week: RS to pursue. RS

2.10 PROFESSIONAL CENTRE

2.10.1 MATTERS ARISING FROM PREVIOUS MINUTES

Item 7.10.2 D Young has given L Kimani some prospects for plots with houses. LK to follow up. LK said she has only followed up on one, and it looks promising, will follow up on the others and report at the next meeting. No report. House plot 1001: G Vlug to check: BIDP to follow up and make offer if appropriate. TT with GV: meet pre easter.

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2.11.4 E Moje is available to assist council. Possible ask him now to assist. L Hutchings on newsletter.

LH

2.11.5 BDF copies being made as sample (sale of reference copies).

2.12 NEXT MEETING

2.12.1 The next Council meeting will be held at 6pm at Gaborone Cricket Club on 7th April, 2005.

ALL

Minutes approved:

President

Secretary

Cc: R Sergeant – President Fax: 318 2985
L Hutchings – Vice President Fax: 318 2016
G Vlug - Treasurer Fax: 533 7249
D Young - Secretary
L Kimani Fax: 392 7764
T Rantshilo Fax: 393 5062
A Chiwila Fax: 318 2073
A Groth Fax: 392 3632
E Mazhani
File



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(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 1 2004/2005

Held at: Gaborone Cricket Club on 3rd February, 2005, at 6pm

1.1 Attendance

1.1.1 Present: R Sergeant President
L Hutchings Vice President
D Young Secretary
E T Mazhani
A Chiwila
T Rantshilo

1.1.2 Apologies: G Vlug Treasurer

1.2 PREVIOUS COUNCIL MEETING

1.2.1 The minutes of the previous council meeting held on 7th October, 2004 were agreed to be a true record by those present.

1.3 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

1.3.1 9.3 item 4.3.2 It was suggested that insurance associations be encouraged to increase premiums for companies that charge less than the recommended fee scale. ETM/DY to draft letter to Insurance Companies. No report of L Kimani action regarding letter/s to insurers. ETM noted the interest of D Kapito of DIB in a group scheme.

DY

1.4 ACTIVITIES AND FUNCTIONS:

1.4.1 D Young to organise a visit to K Palalani house, with snacks and drinks to be arranged.

DY

1.5 TREASURER'S REPORT

1.5.1 R Sergeant stated that G Vlug informed him by phone that total funds are around P55,000 invested and P8000 in cheque account at present.

1.6 MEMBERSHIP

1.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

Item 6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. Cheque received from Mwitumwa. Need to assess now.

DY

Item 1.6.2 Application for Thuso Moremedi received, advised to submit copies of certificates. Copies of certificates not received from Moremedi (who informed E T Mazhani he would deliver these this week). Cheque has expired. Return the cheque and advise we are waiting. Must follow procedures

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5.7.3 Received I Mokheledi application by e-mail. Council to discuss further, see items 6.11.3 below. B Hyde noted outstanding items on the application form and handed it to ETM to follow-up with I Mokheledi. L Hutchings proposed an oral discussion with Mokheledi. President said he would do this.

RS

Check previous minutes regarding note on copying of contract.

DY

FAXED TO:

Sergeant, Hutchings, Vlug, Kimani, Rantshilo, Chiwila, Groth
ON DATE: 24/2/05
BY: [Signature]

- 1.7 CORRESPONDENCE**
- 1.7.1 Circulate incoming items. DY
- 1.7.2 Emails: circulate by profession; ask other members to opt in for all/some interest groups. DY
- 1.8 PUBLICATIONS/NEWS LETTER**
- 1.8.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- Item 4.8.2 LK received a proposal for directory from College publishers; Directory is proceeding. No charge, as the publishers get money from the adverts. ETM noted time frame: it was agreed a directory should appear at least every two years, but L Hutchings and R Sergeant considered annually would be better. LK
- 10.5.2.1 It was agreed that a committee will be set up to review the contract. RS to formally request members to form the committee. No report of contract committee. GV
- 7.11.6 G Vlug asked L Kimani to see if we can not increase the number of prints from 500 to 1000. L Kimani has received a letter from College Publisher stating that they will produce 1000 copies. No report
- 1.8.2 BIDP should facilitate consideration of features of the South African JBCC contract related to BIDP contracts. RS
- 1.8.3 Check with Marina regarding matters and copies of contract: AC stated he had been told no copies were available. D Young had delivered four revised masters to Marina. Noted also that Marina has moved office: update Web site.
- 1.8.4 Newsletter: It was proposed to get persons not on Council to prepare newsletters, coordinated by Council members. To do the work properly needs commitment. D Young noted that one A4 page was quite sufficient. Newsletter can repeat contact information of Council members etc. Roster of Council coordinators for a quarterly newsletter.
- L Hutchings LH
- A Chiwila
- T Rantshilo
- E T Mazhani
- L Hutchings noted a need to liaise with the secretary and contact secretaries of other organizations. LH
- 1.9 LIAISON**
- 1.9.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- Item 9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sergeant to pursue with AAB. RS
- D Young to count architects. DY
- 1.9.2 T Rantshilo noted contacts were taking place between Government and organisations regarding tendering and fees. BIDP may need to investigate. IPQS had requested L Hutchings to attend, and he stated he had noted he was also representing BIDP when he attended.
- 1.9.3 L Hutchings has a statistics collection form from IBQS which could be circulated.
- 1.9.4 T Rantshilo stated that he considered BIDP should not battle AAB. BIDP needs to be considering the whole scenario, and is more functionally oriented. BIDP is a service centre, L Hutchings noted, with international links and not only oriented to construction.
- 1.10 PROFESSIONAL CENTRE**
- 1.10.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- Item 7.10.2 D Young has given L Kimani some prospects for plots with houses. LK to follow up. LK said she has only followed up on one, and it looks promising, will follow up on the others and report at the next meeting. No report. LK
- 1.11 ANY OTHER BUSINESS**
- 1.11.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- Item 7.11.5 D Young has sent a copy of contract between Euro Construction and BENMAS to G Vlug to check if it is a copy of the BIDP Contract. G Vlug confirmed that it is an unauthorised copy. G Vlug said he will ask the lawyer to write a letter to Euro Construction and BENMAS asking for P10,000.00 from each of them for copying the contract. No report. GV
- 1.11.2 There was a general discussion on fees and fee bidding. L Hutchings noted that use of insurance to encourage proper fees is impractical given the tendering policy current in government. But the principal could usefully be established. Noted that they had come across projects where 'professional services' were being offered on fee discounts (relative to standard scales) of 80% and 95%, with averages in the range 55-75% discount.

L Hutchings commented on registration and fee scales.

1.12 NEXT MEETING

1.12.1 The next Council meeting will be held at 6pm at Gaborone Cricket Club on 3rd March, 2005.

Minutes approved:



President



Secretary

Cc: R Sergeant – President fax
L Hutchings – Vice President fax
G Vlug - Treasurer fax
D Young - Secretary
L Kimani fax
T Rantshilo fax
E Mazhani
A Groth fax
A Chiwila fax
File



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(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 9 2003/2004

Held at: Gaborone Cricket Club on 7th October, 2004, at 6pm

9.1 **Present:** E T Mazhani Secretary
L Kimani Vice President
B Hyde
T Rantshilo

9.1.1 **Apologies:** D Young
R Sergeant President
B Bale
E Moje
G Vlug Treasurer

9.2 PREVIOUS COUNCIL MEETING

9.2.1 The minutes of the previous council meeting were approved with the following corrections:
Item 7.5.4 add that "A letter to transfer the money was signed by L. Kimani at the meeting".

9.3 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

4.3.2 It was suggested that insurance associations be encouraged to increase premiums for companies that charge less than the recommended fee scale. LK
ETM/DY to draft letter to Insurance Companies.
Architectural competitions guidelines to be sent to PPADB, and be put in the directory and the website. ETM handed draft letter regarding insurance companies to LK at meeting #7.
The letter has been drafted. ETM/DY to do final check on the letter and send it to Insurance companies.

9.4 ACTIVITIES AND FUNCTIONS:

9.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

9.5 TREASURER'S REPORT

9.5.1 B Hyde said internet banking is not very expensive and it should still be looked into. ALL

9.6 MEMBERSHIP

9.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. ETM called and left a message. Still not paid. ETM to write a letter to Mwitumwa Not yet written a letter. ETM to write a letter. The letter was sent late, and the deadline for paying application fee was changed to end of September 2004.

1.6.2 Application for Thuso Moremedi received, advised to submit copies of certificates. ETM said he has talked to Moremedi, who said he will get the certificates by Friday. ETM has written a letter giving a deadline for submitting certificates. The letter was sent late, and the deadline for submitting certificates was changed to end of September, 2004.

ETM
FAXED TO: More Sergeant, Kingani, Vlug, Hyde, Rantshilo
ON DATE: 1/2/05
BY: ETM

- 5.7.3 Received I Mokheledi application by e-mail. Council to discuss further, see items 6.11.3 below. B Hyde noted outstanding items on the application form and handed it to ETM to follow-up with I Mokheledi. ETM
- 7.62 Applications for Nyame & Rai were approved.
- 9.7 CORRESPONDENCE**
Received the following:
- 9.7.1 Bank statement for July (Business cheque account)
- 9.7.2 Bank statement for July (Fixed deposit account)
- 9.7.3 CASLE newsletter for July 2004
- 9.7.4 Commonwealth people magazine for May 2004.
- 9.8 PUBLICATIONS/NEWS LETTER**
- 9.8.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 4.8.2 LK received a proposal for directory from College publishers; ETM to copy to all, and make comparison with other directories. Copied with minutes. To be discussed. Two more proposals required. LK to advise them to proceed but advertising to be construction/engineering related. ETM to draft a letter and forward to LK.
College publishers have been given a go ahead. It was advised that College Publishers should confirm in writing that they will not be charging for making the directory. College Publishers have confirmed that they can increase their production of the directory to 1000 copies. ETM
- 10.5.2.1 It was agreed that a committee will be set up to review the contract. RS to formally request members to form the committee.
G Vlug, L Kimani, L Hutchings, D Young are currently suggested as core members of the committee.
G Vlug to convene a meeting for the committee. GV
D Young had suggested looking into viability of electronic sample copies of contracts being sold with a validity period.
- 9.9 LIAISON**
- 9.9.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sergeant to discuss with AAB president; RS
- 9.10 PROFESSIONAL CENTRE**
- 9.10.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 7.10.2 D Young has given L Kimani some prospects for plots with houses. LK to follow up. LK
LK said she has only followed up on one, and it looks promising, will follow up on the others and report at the next meeting.
- 9.11 ANY OTHER BUSINESS**
- 7.11.3 ETM has been advised by BDF that their contract was drafted by Mokheledi & Associates, and asked if Mr Mokheledi was a member as he used the initials MBIDP. D Young said he will check if they have a record of I Mokheledi using MBIDP.
Regarding the verbal information received from BDF about Mokheledi's use of MBIDP initials, B Hyde suggested that he (I Mokheledi) should be called to a meeting.
- 7.11.5 D Young has sent a copy of contract between Euro Construction and BENMAS to G Vlug to check if it is a copy of the BIDP Contract. G Vlug confirmed that it is an unauthorised copy. G Vlug said he will ask the lawyer to write a letter to Euro Construction and BENMAS asking for P10,000.00 from each of them for copying the contract. GV
- 7.11.6 G Vlug asked L Kimani to see if we can not increase the number of prints from 500 to 1000. L Kimani has received a letter from College Publisher stating that they will produce 1000 copies.
LK handed a dummy of the BIDP directory to ETM for checking. ETM

- 7.11.7 L Kimani brought an invitation to a UIA conference which she would like to attend. She asked if BIDP could sponsor her to attend the conference. It was agreed that other Council members should be consulted before approval of sponsorship to attend the conference #7. L Kimani has opted not to attend the conference due to workload.
- 9.11.1 BH said he has received a cheque from B Foote's and he will pay for his (B Foote) subscriptions.

9.12 NEXT MEETING

- 9.12.1 Next Meeting will be after the AGM.

Minutes approved:



President

Secretary

Cc: E Moje –
R Sergeant – President
B Bale –
L Kimani – Vice President
G Vlug – Treasurer
B Hyde –
T Rantshilo
D Young
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BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 9 2003/2004

Held at: Gaborone Cricket Club on 7th October, 2004, at 6pm

- | | | | |
|-----|-----------------|-------------|----------------|
| 9.1 | Present: | E T Mazhani | Secretary |
| | | L Kimani | Vice President |
| | | B Hyde | |
| | | T Rantshilo | |

- | | | | |
|-------|-------------------|------------|-----------|
| 9.1.1 | Apologies: | D Young | |
| | | R Sergeant | President |
| | | B Bale | |
| | | E Moje | |
| | | G Vluc | Treasurer |

9.2 PREVIOUS COUNCIL MEETING

- 9.2.1 The minutes of the previous council meeting were approved with the following corrections:
Item 7.5.4 add that "A letter to transfer the money was signed by L. Kimani at the meeting".

9.3 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

- 4.3.2 It was suggested that insurance associations be encouraged to increase premiums for companies that charge less than the recommended fee scale. ETM/DY to draft letter to Insurance Companies. LK
- Architectural competitions guidelines to be sent to PPADB, and be put in the directory and the website. ETM handed draft letter regarding insurance companies to LK at meeting #7.
- The letter has been drafted. ETM/DY to do final check on the letter and send it to Insurance companies.

9.4 ACTIVITIES AND FUNCTIONS:

- #### 9.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 10.5.2.1 It was agreed that a committee will be set up to review the contract. RS to formally request members to form the committee. ~~A committee is to be set up to review the contract.~~
G Vlug, L Kimani, L Hutchings, D Young are currently suggested as core members of the committee.
G Vlug to convene a meeting for the committee.
D Young had suggested looking into viability of electronic sample copies of contracts being sold with a validity period.

9.5 TREASURER'S REPORT

- 9.5.1 B Hyde said internet banking is not very expensive and it should still be looked into. ALL

9.6 MEMBERSHIP

9.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. ETM called and left a message. Still not paid. ETM to write a letter to Mwitumwa Not yet written a letter. ETM to write a letter. The letter was sent late, and the deadline for paying application fee was changed to end of September 2004. ETM
- 1.6.2 Application for Thuso Moremedi received, advised to submit copies of certificates. ETM said he has talked to Moremedi, who said he will get the certificates by Friday. ETM has written a letter giving a deadline for submitting certificates. The letter was sent late, and the deadline for submitting certificates was changed to end of September, 2004. ETM
- 5.7.3 Received I Mokheledi application by e-mail. Council to discuss further, see items 6.11.3 below. B Hyde noted outstanding items on the application form and handed it to ETM to follow-up with I Mokheledi. ETM
- 7.62 Applications for Nyame & Rai were approved.

9.7 CORRESPONDENCE

Received the following:

- 9.7.1 Bank statement for July (Business cheque account)
9.7.2 Bank statement for July (Fixed deposit account)
9.7.3 CASLE newsletter for July 2004
9.7.4 Commonwealth people magazine for May 2004.

9.8 PUBLICATIONS/NEWS LETTER

9.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.8.2 LK received a proposal for directory from College publishers; ETM to copy to all, and make comparison with other directories. Copied with minutes. To be discussed. Two more proposals required. LK to advise them to proceed but advertising to be construction/engineering related. ETM to draft a letter and forward to LK.
College publishers have been given a go ahead. It was advised that College Publishers should confirm in writing that they will not be charging for making the directory. College Publishers have confirmed that they can increase their production of the directory to 1000 copies. ETM

~~News letter for June/July - T Rantshilo TTR~~
~~News letter for August/September - B Hyde~~

- ~~9.8.2 G Vlug said he has sent ETM a letter. ETM to check. ETM~~
~~9.8.3 T Rantshilo said he will submit his newsletter on Monday. TTR~~

9.9 LIAISON

9.9.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sergeant to discuss with AAB president; RS

9.10 PROFESSIONAL CENTRE

9.10.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.10.2 D Young has given L Kimani some prospects for plots with houses. LK to follow up. LK said she has only followed up on one, and it looks promising, will follow up on the others and report at the next meeting. LK

9.11 ANY OTHER BUSINESS

- 7.11.3 ETM has been advised by BDF that their contract was drafted by Mokheledi & Associates, and asked if Mr Mokheledi was a member as he used the initials MBIDP. D Young said he will check if they have a record of I Mokheledi using MBIDP.
Regarding the verbal information received from BDF about Mokheledi's use of MBIDP initials, B Hyde suggested that he (I Mokheledi) should be called to a meeting.

- 7.11.5 D Young has sent a copy of contract between Euro Construction and BENMAS to G. Vlug to check if it is a copy of the BIDP Contract. G Vlug confirmed that it is an unauthorised copy. G Vlug said he will ask the lawyer to write a letter to Euro Construction and BENMAS asking for P10,000.00 for each of them for copying the contract. GV
- 7.11.6 G Vlug asked L Kimani to see if we can not increase the number of prints from 500 to 1000. L Kimani has received a letter from College Publisher stating that they will produce 1000 copies. LK handed a dummy of the BIDP directory to ETM for checking. ETM
- 7.11.7 L Kimani brought an invitation to a UIA conference which she would like to attend. She asked if BIDP could sponsor her to attend the conference. It was agreed that other Council members should be consulted before approval of sponsorship to attend the conference #7. L Kimani has opted not to attend the conference due to workload.
- 9.11.1 BH said he has received a cheque from B Foote's and he will pay for his (B Foote) subscriptions.

9.12 NEXT MEETING

- 9.12.1 Next Meeting will be held on Thursday, 7th October, 2004 at 6:00pm at Gaborone Cricket Club. *after the AGM, with the new content to d*

ALL

Minutes approved:

President

Secretary

Cc: E Moje –
R Sergeant – President
B Bale –
L Kimani – Vice President
G Vlug – Treasurer
B Hyde –
T Rantshilo
D Young
File

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fax



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P.O. Box 827 - Gaborone - Tel/fax 582 067
e-mail: bidp@mega.bw - website www.bidp.bw

(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 8 2003/2004

Held at: Gaborone Cricket Club on Thursday, 26th August, 2004, at 6pm

8.1 **Present:** E T Mazhani Secretary
 L Kimani Vice President
 B Hyde
 T Rantshilo

8.1.1 **Apologies:** D Young President
 R Sergeant
 B Bale
 E Moje
 G Vlug Treasurer

8.2 **PREVIOUS COUNCIL MEETING**

8.2.1 The minutes of the previous council meeting were approved with the following corrections:
Item 7.5.4 add that "A letter to transfer the money was signed by L. Kimani at the meeting".

8.3 **MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL**

4.3.2 It was suggested that insurance associations be encouraged to increase premiums for companies that charge less than the recommended fee scale. ETM/DY to draft letter to Insurance Companies.
Architectural competitions guidelines to be sent to PPADB, and be put in the directory and the website. ETM handed draft letter regarding insurance companies to LK at meeting #7.
ETM/DY to do final check on the letter and send it to Insurance companies. D Young sent architectural competition guidelines to L Kimani to put in the directory. The guidelines have also been put in the Website.

LK

ETM

8.4 **ACTIVITIES AND FUNCTIONS:**

8.4.1 **MATTERS ARISING FROM PREVIOUS MINUTES**

10.5.2.1 It was agreed that a committee will be set up to review the contract. RS to formally request members to form the committee
G Vlug, L Kimani, L Hutchings, D Young were suggested as core members of the committee.
G Vlug to convene a meeting for the committee.
D Young suggested if limited validity electronic copies of contracts be looked into.

GV

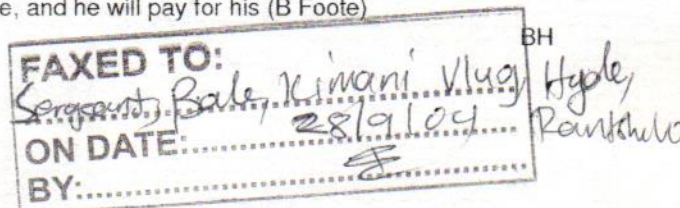
8.5 **TREASURER'S REPORT**

8.5.1 B Hyde said internet banking is not very expensive and it should still be looked into.

ALL

8.5.2 B Hyde said has received a cheque from B Foote, and he will pay for his (B Foote) subscription.

BH



8.6 MEMBERSHIP

8.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. ETM called and left a message. Still not paid. ETM to write a letter to Mwitumwa Not yet written a letter. ETM to write a letter. The letter was sent late, and the deadline for paying application fee was changed to end of September 2004. ETM
- 1.6.2 Application for Thuso Moremedi received, advised to submit copies of certificates. ETM said he has talked to Moremedi, who said he will get the certificates by Friday. ETM has written a letter giving a deadline for submitting certificates. The letter was sent late, and the deadline for submitting certificates was changed to end of September, 2004. ETM
- 5.7.3 Received I Mokheledi application by e-mail. Council to discuss further, see items 6.11.3 below. B Hyde noted outstanding items on the application form and handed it to ETM to follow-up with I Mokheledi. ETM
- 7.62 Received two new applications: Nyame & Rai with cheque for P240.00. Applications were approved. ETM/GV

8.7 CORRESPONDENCE

Received the following:

- 8.7.1 Bank statement for July (Business cheque account)
- 8.7.2 Bank statement for July (Fixed deposit account)
- 8.7.3 CASLE newsletter for July 2004
- 8.7.4 Commonwealth people magazine for May 2004.

8.8 PUBLICATIONS/NEWS LETTER

8.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.8.2 LK received a proposal for directory from College publishers; ETM to copy to all, and make comparison with other directories. Copied with minutes. To be discussed. Two more proposals required. LK to advise them to proceed but advertising to be construction/engineering related. ETM to draft a letter and forward to LK. ETM
- College publishers have been given a go ahead. It was advised that College Publishers should confirm in writing that they will not be charging for making the directory. College Publishers have confirmed that they can increase their production of the directory to 1000 copies.
- News letter for June/July - T Rantshilo TTR
- News letter for August/September - B Hyde
- 8.8.2 G Vlug said he has sent ETM a letter. ETM to check. ETM
- 8.8.3 T Rantshilo said he will submit his newsletter on Monday. TTR

8.9 LIAISON

8.9.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sergeant to discuss with AAB president; RS

8.10 PROFESSIONAL CENTRE

8.10.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.10.2 D Young has given L Kimani some prospects for plots with houses. LK to follow up. LK said she has only followed up on one, and it looks promising, will follow up on the others and report at the next meeting. LK

8.11 ANY OTHER BUSINESS

- 7.11.3 ETM has been advised by BDF that their contract was drafted by Mokheledi & Associates, and asked if Mr Mokheledi was a member as he used the initials MBIDP. D Young said he will check if they have a record of I Mokheledi using MBIDP.

Regarding the verbal information received from BDF about Mokheledi's use of MBIDP initials, B Hyde suggested that he (I Mokheledi) should be called to a meeting.

7.11.5 D Young has sent a copy of contract between Euro Construction and BENMAS to check if it is a copy of the BIDP Contract. G Vlug confirmed that it is an unauthorised copy. G Vlug said he will ask the lawyer to write a letter to Euro Construction and BENMAS asking for P10,000.00 from each of them for copying the contract.

GV

7.11.6 G Vlug asked L Kimani to see if we can not increase the number of prints from 500 to 1000. L Kimani has received a letter from College Publisher stating that they will produce 1000 copies.

LK handed a dummy of the BIDP directory to ETM for checking.

ETM

7.11.7 L Kimani brought an invitation to a UIA conference which she would like to attend. She asked if BIDP could sponsor her to attend the conference. It was agreed that other Council members should be consulted before approval of sponsorship to attend the conference #7. L Kimani opted not to attend the conference due to workload.


7.12 NEXT MEETING

7.12.1 Next Meeting will be held on Thursday, 7th October, 2004 at 6:00pm at Gaborone Cricket Club.

ALL

Minutes approved:

President


Secretary

Cc: E Moje –
R Sergeant – President
B Bale –
L Kimani – Vice President
G Vlug – Treasurer
B Hyde –
T Rantshilo
D Young
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(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 8 2003/2004

Held at: Gaborone Cricket Club on Thursday, 26th August, 2004, at 6pm

8.1 **Present:** E T Mazhani Secretary
 L Kimani Vice President
 B Hyde
 T Rantshilo

8.1.1 **Apologies:** D Young
 R Sergeant President
 B Bale
 E Moje
 G Vlug Treasurer

8.2 **PREVIOUS COUNCIL MEETING**

8.2.1 The minutes of the previous council meeting were approved with the following corrections:
Item 7.5.4 add that "A letter to transfer the money was signed by L. Kimani at the meeting".

8.3 **MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL**

- 4.3.2 It was suggested that insurance associations be encouraged to increase premiums for companies that charge less than the recommended fee scale. LK ✓
ETM/DY to draft letter to Insurance Companies.
Architectural competitions guidelines to be sent to PPADB, and be put in the directory and the website. ETM handed draft letter regarding insurance companies to LK at meeting #7.
ETM/DY to do final check on the letter and send it to Insurance companies.
D Young sent architectural competition guidelines to L Kimani to put in the directory. The guidelines have also been put in the Website. ETM

8.4 **ACTIVITIES AND FUNCTIONS:**

8.4.1 **MATTERS ARISING FROM PREVIOUS MINUTES**

- 10.5.2.1 It was agreed that a committee will be set up to review the contract. RS to formally request members to form the committee
G Vlug, L Kimani, L Hutchings, D Young were suggested as core members of the committee.
G Vlug to convene a meeting for the committee.
D Young suggested if limited validity electronic copies of contracts be looked into. *members only have copy: same price as contract.*

8.5 **TREASURER'S REPORT**

- 8.5.1 B Hyde said internet banking is not very expensive and it should still be looked into. ALL
8.5.2 B Hyde said has received a cheque from B Foote, and he will pay for his (B Foote) subscription. BH

8.6 MEMBERSHIP

8.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. ETM called and left a message. Still not paid. ETM to write a letter to Mwitumwa Not yet written a letter. ETM to write a letter. The letter was sent late, and the deadline for paying application fee was changed to end of September 2004. ETM
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- 7.62 Received two new applications: Nyame & Rai with cheque for P240.00. Applications were approved. ETM/GV

8.7 CORRESPONDENCE

Received the following:

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- College publishers have been given a go ahead. It was advised that College Publishers should confirm in writing that they will not be charging for making the directory. College Publishers have confirmed that they can increase their production of the directory to 1000 copies. ETM

News letter for June/July - T Rantshilo

News letter for August/September - B Hyde

TTR

- 8.8.2 G Vlug said he has sent ETM a letter. ETM to check. ETM

- 8.8.3 T Rantshilo said he will submit his newsletter on Monday. TTR

8.9 LIAISON

8.9.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sergeant to discuss with AAB president; RS

8.10 PROFESSIONAL CENTRE

8.10.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.10.2 D Young has given L Kimani some prospects for plots with houses. LK to follow up. LK
- LK said she has only followed up on one, and it looks promising, will follow up on the others and report at the next meeting.

8.11 ANY OTHER BUSINESS

- 7.11.3 ETM has been advised by BDF that their contract was drafted by Mokheledi & Associates, and asked if Mr Mokheledi was a member as he used the initials MBIDP. D Young said he will check if they have a record of I Mokheledi using MBIDP.

Regarding the verbal information received from BDF about Mokheledi's use of MBIDP initials, B Hyde suggested that he (I Mokheledi) should be called to a meeting.


- 7.11.5 D Young has sent a copy of contract between Euro Construction and BENMAS to check if it is a copy of the BIDP Contract. G Vlug confirmed that it is an unauthorised copy. G Vlug said he will ask the lawyer to write a letter to Euro Construction and BENMAS asking for P10,000.00 for each of them for copying the contract. GV
- 7.11.6 G Vlug asked L Kimani to see if we can not increase the number of prints from 500 to 1000. L Kimani has received a letter from College Publisher stating that they will produce 1000 copies. ETM
- 7.11.7 LK handed a dummy of the BIDP directory to ETM for checking. ETM
- 7.11.7 L Kimani brought an invitation to a UIA conference which she would like to attend. She asked if BIDP could sponsor her to attend the conference. It was agreed that other Council members should be consulted before approval of sponsorship to attend the conference #7. L Kimani opted not to attend the conference due to workload.

7.12 NEXT MEETING

- 7.12.1 Next Meeting will be held on Thursday, 7th October, 2004 at 6:00pm at Gaborone Cricket Club. ALL

Minutes approved:

President


Secretary

Cc:

E Moje –
R Sergeant – President
B Bale –
L Kimani – Vice President
G Vlug – Treasurer
B Hyde –
T Rantshilo
D Young
File

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fax

How to distribute new contract versions
Don't put them in house → yet exchange.

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(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 7 2003/2004

Held at: Gaborone Cricket Club on Thursday, 29th July, 2004, at 6pm

- 7.1 **Present:** E T Mazhani Secretary
 L Kimani Vice President
 G Vlug Treasurer
- 7.1.1 **Apologies:** B Bale
 B Hyde
 E Moje
 D Young
 R Sergeant President
 T Rantshilo Apology received after meeting

The meeting was started with the anticipation that Mr Rantshilo would be coming, therefore those present would form a quorum

7.2 **PREVIOUS COUNCIL MEETING**

- 7.2.1 The minutes of the previous council meeting were approved by those then present to be a true record of the meeting, except that the following:
G Vlug said he did not suggest that the BIDP should have internet banking. Item 6.5.2 should be amended to 'it was suggested that....'

7.3 **MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL**

- 4.3.2 D Young raised concern about design and fee bids that are becoming common. These are more like non-transparent competitions. Council members feel it is not right. D Young said it is happening. This is giving free designs and feebids. There is no law that controls such practice. The engineers have an act, and the QS. Act is in progress. This can only be controlled by having an Architects Act in place. It was suggested that insurance associations be encouraged to increase premiums for companies that charge less than the recommended fee scale. ETM/DY to draft letter to Insurance Companies.
Architectural competitions guidelines to be sent to PPADB, be put in the directory and the website. ETM handed draft letter regarding insurance companies to LK.
D Young sent architectural competition guidelines to L Kimani to put in the directory. The guidelines have also been put in the Website. G Vlug said he has done a newsletter about fee bidding.

LK

ETM

7.4 **ACTIVITIES AND FUNCTIONS:**

7.4.1 **MATTERS ARISING FROM PREVIOUS MINUTES**

- 10.5.2.1 Corrections to contract; GV has issued suggested changes to all members; meeting was held on 2nd December, 2003. It was agreed that a committee should be appointed to review the suggested changes.
A committee will be set up to review the contract. RS to formally request members to form the committee
G Vlug, L Kimani, L Hutchings were suggested.
LK to convene a meeting for the committee.
D Young suggested that digital copies of the contract be sold with a validity period.

LK

7.5 TREASURER'S REPORT

- 7.5.1 Current account balance P20,884.26
7.5.2 GV suggested that BIDP should have internet banking. Council /member felt it would be too expensive
7.5.3 A returned cheque by Kille & Dannhauser was handed to G Vlug. G Vlug said the cheque was old, he will request them to issue a new one. GV talked to K&D today.
7.5.4 GV suggested putting P15,000.00 in to call account. P18,000.00 will be put in call account.

7.6 MEMBERSHIP

7.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. ETM called and left a message. Still not paid. ETM to write a letter to Mwitumwa. Not yet written a letter. ETM to write a letter.
1.6.2 Application for Thuso Moremedi received, advised to submit copies of certificates. ETM said he has talked to Moremedi, who said he will get the certificates by Friday. ETM has written a letter giving a deadline for submitting certificates.
5.7.3 Received I Mokheledi application by e-mail. Council to discuss further, see items 6.11.3 below.
5.7.4 Received application from B Seomile: application approved (Associate member), ETM to forward details to G Vlug.
7.6.2 Received two new applications: Nyame & Rai with cheque for P240.00

ETM

7.7 CORRESPONDENCE

- 7.7.1 Received the following:
7.7.2 Journal of Indian Institute of Architects
7.7.3 IIR Courses invitation at G Palm.
7.7.4 CASLE acknowledgement of receipt of subscription.
7.7.5 Bank statement; June 2004
7.7.6 By Email Int Union of Architect student competitions
7.7.7 Subscription: Mr M Wong – P240, LJ Hutchings & P Morton P480.
7.7.8 BOTEC – cheque for P462.50: Invoices; # 06611, 06612, 06825, 06975, 06976

7.8 PUBLICATIONS/NEWS LETTER

7.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.8.2 LK received a proposal for directory from College publishers; ETM to copy to all, and make comparison with other directories. Copied with minutes. To be discussed. Two more proposals required. LK to advise them to proceed but advertising to be construction/engineering related. ETM to draft a letter and forward to LK. College publishers have been given a go ahead. It was advised that College Publishers should confirm in writing that they will not be charging for making the directory.
News letter for June/July - T Rantshilo
News letter for August/September - B Hyde

ETM
TTR

7.9 LIAISON

7.9.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sargent to discuss with AAB president;

RS

7.10 PROFESSIONAL CENTRE

7.10.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.10.2 BB to pursue finding land for professional centre from department of lands. BB had contacted department of lands; was advised to identify a vacant piece of land and bring a design proposal; BB identified vacant land along Sobhuza way. EM identified a vacant plot near BOFWA in Phase 4. B Bale requested old designs for centre to use when applying for land.
BHC premises in Broadhurst Industrial now vacant, could check with BHC.
The chairman asked if council members felt that this issue should be pursued. All members agreed that there is a need for a BIDP office. All council members were requested to research and report on whether a professional centre would be viable.
7.10.2 D Young has given L Kimani some prospects for plots with houses. LK to follow up.

LK

7.11 ANY OTHER BUSINESS

- 7.11.1 ETM has been approached by BDF who asked if they could use the BIDP contract to make their own. ETM has written a letter to BDF advising them that they can use the contract as it is, and they would have to obtain the original contract document from the BIDP store. Council members advised that they (BDF) can have an addendum, but would not advise them to do that. If necessary a meeting could be held with BDF to advise them.
- 7.11.2 The council agreed that extracting parts of the BIDP contract by BDF to form their own will be unlawful and they cannot allow that.
- 7.11.3 ETM has been advised by BDF that their contract was drafted by Mokheledi & Associates, and asked if Mr Mokheledi was a member as he used the initials MBIDP. D Young said he will check if they have a record of I Mokheledi using MBIDP.
- 7.11.5 D Young has sent a copy of contract between Euro Construction and BENMAS to check if it is a copy of the BIDP Contract. G Vlug confirmed that it is an unauthorised copy. G Vlug said he will ask the lawyer to write a letter to Euro Construction and BENMAS asking for P10,000.00 fro each of them for copying the contract.
- 7.11.6 L Kimani said the date for publishing the directory has been moved to end of August. G Vlug asked L Kimani to see if we can not increase the number of prints from 500 to 1000.
- 7.11.7 L Kimani brought an invitation to a UIA conference which she would like to attend. She asked if BIDP could sponsor her to attend the conference. It was agreed that other Council members should be consulted before approval of sponsorship to attend the conference.

DY

7.12 NEXT MEETING

- 7.12.1 Next Meeting will be held on Thursday, 26th August, 2004 at 6:00pm at Gaborone Cricket Club.

ALL

Minutes approved:

President



Secretary

Cc: E Moje –
R Sergeant – President
B Bale –
L Kimani – Vice President
G Vlug – Treasurer
B Hyde –
T Rantshilo
D Young
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(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 5 2003/2004

Held at: Gaborone Cricket Club on Thursday, 19th May, 2004, at 5:45pm

5.1 **Present:** E Mazhani Secretary
G Vlug Treasurer
B Hyde
D Young
E Moje
L Kimani Vice President
R Sergeant President

5.1.1 **Apologies:** B Bale

Absent T Rantshilo

5.2 PREVIOUS COUNCIL MEETING

5.2.1 The minutes of the previous council meeting were approved by those then present to be a true record of the meeting.

5.3 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

4.3.2 D Young raised concern about design and fee bids that are becoming common. These are more like non-transparent competitions. Council members feel it is not right. D Young said it is happening. This is giving free designs and fee bids. There is no law that controls such practice. The engineers have an act, and the QS. Act is in progress. This can only be controlled by having an Architects Act in place. It was suggested that insurance associations be encouraged to increase premiums for companies that charge less than the recommended fee scale. ETMDY to draft letter to Insurance Companies.

ETMDY

5.4 ACTIVITIES AND FUNCTIONS:

5.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

10.5.2.1 Corrections to contract; GV has issued suggested changes to all members; meeting was held on 2nd December, 2003. It was agreed that a committee should be appointed to review the suggested changes. A committee will be set up to review the contract. RS to formally request members to form the committee. G Vlug, L Kimani, L Hutchings were suggested. Fareed Van Wyk was also suggested to join the committee. LK to convene a meeting for the committee.

LK

6.4.3 Visit to Water works: visit took place.

Affiliated to: African Union of Architects
Commonwealth Association of Architects
Commonwealth Association of Surveyors and Land Economists

FAXED TO:

Mr. Sergeant, Bale, Kimani, Hyde, Vlug, Rantshilo
ON DATE: 23/6/04
BY: [Signature]

5.5 **TREASURER'S REPORT**

5.5.1 Current account balance P14,636.75

5.5.2 GV suggested that BIDP should have internet banking.
The committee felt it has too expensive.

5.5.3 A returned cheque by Kille & Dannhauser was handed to G Vlug. G Vlug said cheque was old, he will request them to issue a new one.

5.6 **MEMBERSHIP**

5.6.1 **MATTERS ARISING FROM PREVIOUS MINUTES**

4.6.3 Followup on non-paid up members.

G Vlug suggested that a debt collector be employed to collect outstanding subscriptions from members. Some member were concerned about how members would be approached; they would be reminded about the subscriptions. G vlug to get the suggested debt collector to call one of the council members. The debt collector will be paid 15% of cash collected.

GV

D Young: - Among those followed up, three said they will pay, Will give two new addresses and on e-mail.
- Still to follow Chephete, Williams and Narola.

E Moje: Sekucha is no longer interested.

K S Iyer has given fax number and address (fax 317 0099, address PO Box 46777, Gaborone. Would like invoice faxed.
B M Katse, G Kgosiemang, P Ntlhase said will pay.

Chile is no longer interested

O Semenani is no longer interested.

Mtungi has given a cheque.

Minjo could not be found.

G Vlug: T Allen and Giri said they will pay.

Not yet spoken to Rajan, Modise and Phiri.

M Taylor is not interested.

E T Mazhani: W Kasolo said he will pay.

Motsumi requested checking if not paid for by Turner & Townsend.

Not yet inquired about Mandic

B Hyde said he can pay for B Foote, and he will be reimbursed.

6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. ETM called and left a message. Still not paid. ETM to write a letter to Mwitumwa

ETM

1.6.2 Application for Thuso Moremedi received, advised to submit copies of certificates. ETM said he has talked to Moremedi, who said he will get the certificates by Friday.

ETM

5.7 **CORRESPONDENCE**

5.7.1 Received cheques from:

Pego Projects

P Martin

Mathware

H Kintu

E Moje

- 5.7.2 Received IIA journal
- 5.7.3 Received f Mokheledi application by e-mail ETM
- 5.7.4 Received application from B seomile: application approved, ETM to forward details to G vlug. ETM
- 5.7.4 Directory
- L Kimani has submitted College Publisher's Programme for directory publication, they are looking at having 500 copies by 5th August, 2004.
- More photographs were requested for the cover of the directory. ETM to request members to submit photographs. ETM

5.8 PUBLICATIONS/NEWS LETTER

5.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.8.2 LK received a proposal for directory from College publishers; ETM to copy to all, and make comparison with other directories. Copied with minutes. To be discussed. Two more proposals required. LK to advise them to proceed but advertising to be construction/engineering related. ETM to draft a letter and forward to LK.

College publishers have been given a go ahead. It was advised that College Publishers should confirm in writing that they will not be charging for making the directory.

- 2.8.3 News letter for December/January - B Bale: to be edited then sent.
 News letter for February/March - G Vlug
 News letter for April/May - T Rantshilo
 News letter for June/July - B Hyde
 News letter for August/September - D Young

ETM

5.9 LIAISON

5.9.1 MATTERS ARISING FROM PREVIOUS MINUTES

New items

- 9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sargent to discuss with AAB president;

RS

5.10 PROFESSIONAL CENTRE

5.10.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.10.2 BB to pursue finding land for professional centre from department of lands. BB had contacted department of lands; was advised to identify a vacant piece of land and bring a design proposal; BB identified vacant land along Sobhuza way. EM identified a vacant plot near BOFWA in Phase 4. B Bale requested old designs for centre to use when applying for land.

BHC premises in Broadhurst Industrial now vacant, could check with BHC.

The chairman asked if council members felt that this issue should be pursued. All members agreed that there is a need for a BIDP office. All council members were requested to research and report on whether a professional centre would be viable.

ALL

5.11 NEXT MEETING

5.11.1 Next Meeting will be held on ~~Thursday~~ ^{Wednesday}, 23rd June 2004 at 6:00pm at Gaborone Cricket Club.

ALL

Minutes approved:

President

[Signature]
Secretary

Cc.

E Moje –

fax

R Sergeant – President

fax

B Bale –

fax

L Kimani – Vice President

fax

G Vlug – Treasurer

fax

B Hyde –

fax

T Rantshilo

fax

D Young

File

5.7.2 Received IIA Journal

5.7.3 Received I Mokheledi application by e-mail

5.7.4 Received application from B seomile: application approved, ETM to forward details to G

ETM



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. Box 827 - Gaborone - Tel/fax 582 067
e-mail: bidp@mega.bw - website www.bidp.bw

(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 4 2003/2004

Held at: Gaborone Cricket Club on Thursday, 18th March, 2004, at 5:45pm

4.1 **Present:** E Mazhani Secretary
G Vlug Treasurer
B Hyde
D Young
E Moje
T Rantshilo

4.1.1 **Apologies:** R Sergeant President
L Kimani Vice President
B Bale

4.2 PREVIOUS COUNCIL MEETING

4.2.1 The minutes of the previous council meeting were approved by those then present to be a true record of the meeting.

4.3 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

- 3.3.1 RS express concern about the members who's annual subscription is not up to date (about 2/3) and suggested that the issue be given a priority at this meeting.#3 Council members reported on their assignments as recorded on 4.6.2 below.
- 4.3.2 D Young raised concern about design and fee bids that are becoming common. These are more like non-transparent competitions. Council members feel it is not right.

4.4 ACTIVITIES AND FUNCTIONS:

4.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.6.11 GV to do comparison of FEDIC & BIDP contracts. Council agreed a one morning workshop would with relevant stake holders would be more effective. EM to chase. Council to organize 25th anniversary party early next year. Council members to draw list of people to invite a next council meeting. G Vlug comments on Fidic received.
- 10.5.2.1 Corrections to contract; GV has issued suggested changes to all members; meeting was held on 2nd December, 2003. It was agreed that a committee should be appointed to review the suggested changes. A committee will be set up to review the contract. RS to formally request members to form the committee
G Vlug, L Kimani, L Hutchings were suggested.
- 6.4.3 Visit Water works - G Vlug. WUC visit to be set for a month later, say 2nd April, 2004, time 15:30pm. G Vlug to do invitations note and send to ETM.

RS

GV/ETM

4.5 TREASURER'S REPORT

4.5.1 Current account balance P11,933.27

4.6 MEMBERSHIP

4.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.6.2 GV to give list of members who have not paid their annual subscriptions; list given to EM. It was agreed that invoices will be sent, and they will be given up to January 2004 to pay.
RS went through list of members who have not paid their annual subscription, Council members were assigned to follow up. RS to fax annotated list to all council members.
- 4.6.3 Followup on non-paid up members.
D Young: - Among those followed up, three said they will pay, Will give two new addresses and on e-mail.
- Still to follow Chephete, Williams and Narola.
E Moje: Sekucha is no longer interested.
K S Iyer has given fax number and address (fax 317 0099, address PO Box 46777, Gaborone. Would like invoice faxed.
B M Katse, G Kgosiemang, P Ntlhase said will pay.
Chile is no longer interested
O Semenani is no longer interested.
Mtungi has given a cheque.
Minjo could not be found.
G Vlug: T Allen and Giri said they will pay.
Not yet spoken to Rajan, Modise and Phiri.
M Taylor is not interested.
E T Mazhani: W Kasolo said he will pay.
Motsumi requested checking if not paid for by Turner & Townsend.
Not yet inquired about Mandic
B Hyde said he can pay for B Foote, and he will be reimbursed.
- 6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. ETM called and left a message. Still not paid. ETM to write a letter to Mwitumwa
- 1.6.2 Application for Thuso Moremedi received, advised to submit copies of certificates

ALL

ETM
ETM

4.7 CORRESPONDENCE

- 4.7.1 Letter received from Water Utilities Corporation about tour.
4.7.2 Bank statement received; handed to G Vlug.
4.7.3 A returned cheque by Kille & Dannhauser was handed to G Vlug).
4.7.4 Building and Social Housing foundation journal.
4.7.3 ACEB newsletter.
4.7.4 D Young has updated the Website, and posted some items received by e-mail.

4.8 PUBLICATIONS/NEWS LETTER

4.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.8.2 LK received a proposal for directory from College publishers; ETM to copy to all, and make comparison with other directories. Copied with minutes. To be discussed. Two more proposals required. LK to advise them to proceed but advertising to be construction/engineering related. ETM to draft a letter and forward to LK.
College publishers have been given a go ahead. It was advised that College Publishers should confirm in writing that they will not be charging for making the directory.
- 2.8.3 News letter for December/January - B Bale: to be edited then sent.
News letter for February/March - G Vlug
News letter for April/May - T Rantshilo
News letter for June/July - B Hyde
News letter for August/September - D Young

ETM

4.9 LIAISON

4.9.1 MATTERS ARISING FROM PREVIOUS MINUTES

- New items
9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sargent to discuss with AAB president;

RS

4.10 PROFESSIONAL CENTRE

4.10.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.10.2 BB to pursue finding land for professional centre from department of lands. BB had contacted department of lands; was advised to identify a vacant piece of land and bring a design proposal; BB identified vacant land along Sobhuza way. EM identified a vacant plot near BOFWA in Phase 4. B Bale requested old designs for centre to use when applying for land.
BHC premises in Broadhurst Industrial now vacant, could check with BHC.

4.11 NEXT MEETING

4.11.1 Next Meeting will be held on Thursday, 19th May, 2004 at 6:00pm at Gaborone Cricket Club.

ALL

Minutes approved:

President

Cc: E Moje –
R Sergeant – President
B Bale –
L Kimani – Vice President
G Vlug – Treasurer
B Hyde –
T Rantshilo
D Young
File


Secretary

fax
fax
fax
fax
fax
fax
fax



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e-mail: bidp@mega.bw -- website www.bidp.bw

(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 3 2003/2004

Held at: Gaborone Cricket Club on Thursday, 19th February, 2004, at 5:45pm

- 3.1 Present:**
- | | |
|------------|----------------|
| R Sergeant | President |
| L Kimani | Vice President |
| E Mazhani | Secretary |
| G Vlug | Treasurer |
| D Young | |
- 3.1.1 Apologies:** T Rantshilo
B Hyde
B Bale
- 3.2 PREVIOUS COUNCIL MEETING**
- 3.2.1** The minutes of the previous council meeting were approved by those then present to be a true record of the meeting.
- 3.3 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL**
- 1.3.1** Write letter to other professional bodies about concerns of importing professionals, and call a meeting; GV drafted letter, JBH to check. EM to chase. ETM to contact EM about letter. Not followed; wait for IBQS rather than duplicate.
- 3.3.1** RS express concern about the members who's annual subscription is not up to date (about 2/3) and suggested that the issue be given a priority at this meeting.
- 3.4 ACTIVITIES AND FUNCTIONS:**
- 3.4.1 MATTERS ARISING FROM PREVIOUS MINUTES**
- 4.6.11** Write to Permanent Secretary/ cc: DABS: we offer to assist with reviews of the building contract. Our members have considerable experience in Botswana in building contracts. RS noted that the government intends to use FEDIC; GV to do comparison of FEDIC & BIDP contracts. Council agreed a one morning workshop would with relevant stake holders would be more effective. BB to call Mr Larkai. EM to chase. Council to organize a new year/25th anniversary party early next year. Council member to draw list of people to invite a next council meeting. G Vlug comment on Fidic received.
- 10.5.2.1** Corrections to contract; should have another one. GV has issued suggested changes to all members; meeting was held on 2nd December, 2003. It was agreed that a committee should be appointed to review the suggested changes.
A committee will be set up to review the contract. RS to formally request members to form the committee
RS to formally request council members and recruit non-council members.
G Vlug, L Kimani, L Hutchings were suggested.

ALL

Visits Water works – G Vlug. WUC visit to be set for a month later, say 2nd April, 2004, time 15:30pm.
Big 5 – Friday, 20th February, 2004: to be rescheduled for 5th March, 2004.

GV
ETM

3.5 TREASURER'S REPORT

3.5.1 Current account balance P6,741.95.

3.5.2 P37,500.00 has been deposited into a fixed account, and will mature 30th January, 2005.

3.6 MEMBERSHIP

3.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.6.2 GV to give list of members who have not paid their annual subscriptions; list given to EM. It was agreed that invoices will be sent, and they will be given up to January 2004 to pay.
RS went through list of members who have not paid their annual subscription, Council members were assigned to follow up. RS to fax annotated list to all council members.
Mutepfa Association membership certificate returned. ETM to stamp returned certificates.
- 6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. ETM called and left a message. Still not paid. ETM to write a letter to Mwitumwa
- 1.6.2 Application for Thuso Moremedi received, advised to submit copies of certificates

ALL

ETM

ETM

ETM

3.7 CORRESPONDENCE

- 6.8.1.4 BB drafted another letter and deliver it to BTC; will meet with customer service manager. Matter to be dropped if not resolved by end of January, 2004.
- 3.7.1 DY suggested that received e-mails could be extracted and put in Website, and e-mail to members who could be interested.

3.8 PUBLICATIONS/NEWS LETTER

3.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.8.2 LK received a proposal for directory from College publishers; ETM to copy to all, and make comparison with other directories. Copied with minutes. To be discussed. Two more proposals required. LK to advise them to proceed but advertising to be construction/engineering related. ETM to draft a letter and forward to LK.
College publishers have been given a go ahead; LK issued their proposed list of prospective advertisers. #3
- 2.8.2 Web page needs to be update; DY has updated Web page.
- 2.8.3 News letter for December/January - B Bale: DY to edit then paste on web.
News letter for February/March - G Vlug
News letter for April/May - T Rantshilo
News letter for June/July - B Hyde
News letter for August/September - D Young

3.9 LIAISON

3.9.1 MATTERS ARISING FROM PREVIOUS MINUTES

New items

- 9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sargent to discuss with AAB president;

RS

3.10 PROFESSIONAL CENTRE

3.10.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.10.2 BB to pursue finding land for professional centre from department of lands. BB had contacted department of lands; was advised to identify a vacant piece of land and bring a design proposal; BB identified vacant land along Sobhuza way. EM identified a vacant plot near BOFWA in Phase 4. B Bale requested old designs for centre to use when applying for land.
BHC premises in Broadhurst Industrial now vacant, could check with BHC.

3.11 NEXT MEETING

3.11.1 Next Meeting will be held on Thursday, 18th March, 2004 at 6:00pm at Gaborone Cricket Club.

ALL

Minutes approved:

President


Secretary

Cc: E Moje –
R Sergeant – President
B Bale –
L Kimani – Vice President
G Vlug – Treasurer
B Hyde –
T Rantshilo
D Young
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BIDP

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MINUTES OF BIDP COUNCIL MEETING NO. 2 2003/2004

Held at: Gaborone Cricket Club on Thursday, 29th January, 2004, at 5:45pm

- 2.1 Present: R Sergeant President
L Kimani Vice President
B Hyde
E Mazhani Secretary
G Vlug Treasurer
B Bale

- 2.1.1 Apologies: T Rantshilo

2.2 PREVIOUS COUNCIL MEETING

- 2.2.1 The minutes of the previous council meeting were approved by those then present to be a true record of the meeting.

2.3 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

- 1.3.1 Write letter to other professional bodies about concerns of importing professionals, and call a meeting; GV drafted letter, JBH to check. EM to chase. ETM to contact EM about letter. Not followed; wait for IBQS rather than duplicate.

2.4 ACTIVITIES AND FUNCTIONS:

2.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.6.11 Write to Permanent Secretary/ cc: DABS: we offer to assist with reviews of the building contract. Our members have considerable experience in Botswana in building contracts. RS noted that the government intends to use FEDIC; GV to do comparison of FEDIC & BIDP contracts. Council agreed a one morning workshop with relevant stake holders would be more effective. BB to call Mr Larkai. EM to chase. Council to organize a new year/25th anniversary party early next year. Council member to draw list of people to invite a next council meeting. G Vlug comment on Fidic received, rewrite and breakdown.
- 10.5.2.1 GV wants to advise of corrections to contracts. Ongoing, expected end of June 2003. Issued, council members to comment. All members to send comments to EM by end of the week. GV suggested a sub committee be appointed. A special BIDP council meeting will be held on 2nd December, 2003, to discuss the changes. G Vlug to send comments to all council members.
- 6.4.3 RS to formally request council members and recruit non-council members. G Vlug, L Kimani, L Hutchings.
- RS to arrange visit to PPC.
- Visits Water works - G Vlug.
- Big 5 - Friday, 20th February, 2004.

ALL

ALL

ETM

2.5 TREASURER'S REPORT

- 2.5.1 Account transferred to Lobatse branch for practical reasons. Account will have P37.5 thousand Pula fixed.
- 2.5.2 Current account balance P42,787.20.
T Rantshilo's cash handed to treasurer.
GV to send membership payment records to all council members.
GV to send to send general notice to all, informing them that if not paid up their membership will be terminated.
-Write to Mwitumwa.

Affiliated to: African Union of Architects
Commonwealth Association of Architects
Commonwealth Association of Surveyors and Land Economists

Subs chase:
• HLA: BIDP subs
• DEBEN Zys
KANTU Zys
MAREDA Zys
Chaphelle - 1 yr
Martin - 1 yr
G Williams
edit newsletter

2.6 MEMBERSHIP

2.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.6.2 GV to give list of members who have not paid their annual subscriptions; list given to EM. It was agreed that invoices will be sent, and they will be given up to January 2004 to pay. GV
- 6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. ETM called and left a message. Still not paid. ETM to write a letter to Mwitumwa ETM
- 1.6.2 Application for Thuso Moremedi received, advised to submit copies of certificates ETM

2.7 CORRESPONDENCE

- 6.8.1.4 BB drafted another letter and deliver it to BTC; will meet with customer service manager. Matter to be dropped if not resolved by end of January, 2004.

2.8 PUBLICATIONS/NEWS LETTER

2.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.8.2 LK received a proposal for directory from College publishers; ETM to copy to all, and make comparison with other directories. Copied with minutes. To be discussed. Two more proposals required. LK to advise them to proceed but advertising to be construction/engineering related. ETM to draft a letter and forward LK/ETM to LK.

2.8.2 Web page needs to be update

- 2.8.3 News letter for December/January - B Bale
News letter for February/March - G Vlug
News letter for April/May - T Rantshilo
News letter for June/July - B Hyde
News letter for August/September - D Young

2.8.4 BB to forward news letter to ETM.

2.9 LIAISON

2.9.1 MATTERS ARISING FROM PREVIOUS MINUTES

New items

- 9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sargent to discuss with AAB president; RS

2.10 PROFESSIONAL CENTRE

2.10.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 7.10.2 BB to pursue finding land for professional centre from department of lands. BB had contacted department of lands; was advised to identify a vacant piece of land and bring a design proposal; BB identified vacant land along Sobhuza way. EM identified a vacant plot near BOFWA in Phase 4. B Bale requested old designs for centre to use when applying for land.
BB advise Plot in block 8 plots available (lands). Available designs, G Vlug Joint venture?

2.11 NEXT MEETING

- 2.11.1 Next Meeting will be held on Thursday, 19th February, 2004 at 6:00pm at Gaborone Cricket Club. ALL

Minutes approved:

President

Secretary

Cc: E Moje -
R Sergeant - President
B Bale -
L Kimani - Vice President
G Vlug - Treasurer
B Hyde -
T Rantshilo
D Young
File

fax
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(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 1 2003/2004

Held at: Gaborone Cricket Club on Tuesday, 18th November, 2003, at 5:45pm

- 1.1 **Present:**
- | | |
|-------------|----------------|
| R Sargent | President |
| L Kimani | Vice President |
| B Hyde | |
| T Rantshilo | |
| B Bale | |
| E Mazhani | Secretary |
| G Vlug | Treasurer |

- 1.1.1 **Apologies:** D Young
E Moje

1.2 PREVIOUS COUNCIL MEETING

- 1.2.1 The minutes of the previous council meeting were approved by those then present to be a true record of the meeting except.

1.3 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

- 1.3.1 Write letter to other professional bodies about concerns of importing professionals, and call a meeting; GV drafted letter, JBH to check. EM to chase. ETM to contact EM about letter

ETM

1.4 ACTIVITIES AND FUNCTIONS:

1.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

- 4.6.11 Write to Permanent Secretary/ cc: DABS: we offer to assist with reviews of the building contract. Our members have considerable experience in Botswana in building contracts. RS noted that the government intends to use FEDIC; GV to do comparison of FEDIC & BIDP contracts. Council agreed a one morning workshop with relevant stakeholders would be more effective. BB to call Mr Larkai. EM to chase. Council to organize a new year/25th anniversary party early next year. Council member to drawing list people to invite a next council meeting.

ALL

- 10.5.2.1 GV wants to advise of corrections to contracts. Ongoing, expected end of June 2003. Issued, council members to comment. All members to send comments to EM by end of the week. GV suggested a sub committee be appointed. A special BIDP council meeting will be held on 2nd December, 2003, to discuss the changes. G Vlug to send comments to all council members.
- 6.4.3 R S to arrange visit to PPC.

ALL
RS

1.5 TREASURER'S REPORT

1.5.1 There is 30 Thousand pula in the fixed account which matures on 12th December; will be deposited into fixed account again.

1.5.2 Current account balance P8,128.33

1.6 MEMBERSHIP

1.6.1 MATTERS ARISING FROM PREVIOUS MINUTES

4.6.2 GV to give list of members who have not paid their annual subscriptions; list given to EM. It was agreed that invoices will be sent, and they will be given up to January 2004 to pay.

GV

6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. ETM called and left a message. Still not paid.

ETM

8.6.02 D. Mutepfa letter requesting change from associate to ordinary member received. ETM to inform him that his request has been accepted, and he will be issued with a certificate for ordinary membership. Certificate ready, will be signed after meeting.

ETM

8.6.03 V. Moapare application for ordinary membership received; approved. Certificate ready will be signed after meeting.

ETM

1.6.2 Application for Thuso Moremedi received, advised to submit copies of certificates

ETM

1.7 CORRESPONDENCE

1.7.1 MATTERS ARISING FROM PREVIOUS MINUTES

6.8.1.4 BB drafted another letter and deliver it to BTC; will meet with customer service manager. Matter to be dropped if not resolved by end of January, 2004.

BB

1.8 PUBLICATIONS/NEWS LETTER

1.8.1 MATTERS ARISING FROM PREVIOUS MINUTES

4.8.2 LK received a proposal for directory from College publishers; ETM to copy to all, and make comparison with other directories. Copied with minutes. To be discussed. Two more proposals required. LK to advise them to proceed but advertising to be construction/engineering related.

LK

1.8.2 Web page needs to be updates

1.8.3 News letter for December/January - B Bale

News letter for February/March - G Vlug

News letter for April/May - T Rantshilo

News letter for June/July - B Hyde

News letter for August/September - D Young

1.9 LIAISON

1.9.1 MATTERS ARISING FROM PREVIOUS MINUTES

New items

9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership. R Sargent to discuss with AAB president;

RS

1.10 PROFESSIONAL CENTRE

1.10.1 MATTERS ARISING FROM PREVIOUS MINUTES

7.10.2 BB to pursue finding land for professional centre from department of lands. BB had contacted department of lands; was advised to identify a vacant piece of land and bring a design proposal; BB identified vacant land along Sobhuza way. EM identified a vacant plot near BOFWA in Phase 4. B Bale requested old designs for centre to use when applying for land.

7.10.3 GIEC premises vacant; JBH to talk to former tenant. Former tenant cannot find their records. GIEC premises now occupied

1.11 OTHER BUSINESS

1.11.1 It was agreed that meetings will now start at 6 PM, 5:45 seems to early as some council members come late.

1.12 NEXT MEETING

1.12.1 Next Meeting will be held on Tuesday, 2nd December, 2003 at 6:00pm at Gaborone Cricket Club.

ALL

Minutes approved:

President



Secretary

Cc: E Moje –
R Sargeant – President
B Bale –
L Kimani – Vice President
G Vlug – Treasurer
B Hyde –
T Rantshilo
D Young
File

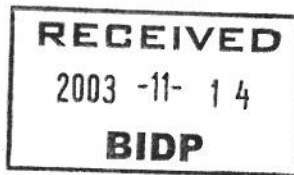
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(A0kp)04
BIDP

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. Box 827 - Gaborone - Tel/fax 582 067
e-mail: bidp@mega.bw -- website www.bidp.bw



MINUTES OF BIDP COUNCIL MEETING NO. 8 2002/2003

Held at: Gaborone Cricket Club on 10th September, 2003, at 5:45pm

- 8.1 **Present:** E Moje President
G Vlug Treasurer
E Mazhani Secretary
JB Hammond
- 8.1.1 **Apologies:** R Sargent Vice President
- 8.2 **PREVIOUS COUNCIL MEETING**
7.2.1 The minutes of the previous council meeting were approved by those then present to be a true record of the meeting except the second sentence of item 9.9.3 should read "LK was given a cheque for P5,000.00."
- 8.3 **MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL**
10.10.3 Write letter to other professional bodies about concerns of importing professionals, and call a meeting; GV drafted letter, JBH to check. EM to chase RS/JBH
EM
- 8.4 **ACTIVITIES AND FUNCTIONS:**
8.4.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
4.6.11 Write to Permanent Secretary/ cc: DABS: we offer to assist with reviews of the building contract. Our members have considerable experience in Botswana in building contracts. RS noted that the government intends to use FEDIC; GV to do comparison of FEDIC & BIDP contracts. Council agreed a one morning workshop would with relevant stake holders would be more effective. BB to call Mr Larkai. EM to chase EM
BB
10.5.2.1 GV wants to advise of corrections to contracts. Ongoing, expected end of June 2003. Issued, council members to comment. All members to send comments to EM by end of the week. GV suggested a sub committee be appointed ALL
6.4.2 BH stated he will arrange a visit to Pipe Fittings and Accessories. JBH
6.4.3 R S to arrange visit to PPC. RS
- 8.5 **TREASURER'S REPORT**
8.5.1 Cash in bank; P25,000.00 and P5,500 in fixed accounts, P15,886.00 in current account.
- 8.6 **MEMBERSHIP**
8.6.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
4.6.2 GV to give list of members who have not paid their annual subscriptions; list given to EM. It was agreed that invoices will be sent, and they will be given up to January 2004 to pay. EM
6.6.2 One application received, ETM to advise Mwitumwa to pay applicant P120 joining fee. ETM called and left a message. ETM

- 8.6.02 D. Mutepe letter requesting change from associate to ordinary member received. ETM to inform him that his request has been accepted, and he will be issued with a certificate for ordinary membership.
- 8.6.03 V. Moapare application for ordinary membership received; approved. ETM/GV
- 8.7 CORRESPONDENCE**
- 8.7.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 6.8.1.4 BB drafted another letter and deliver it to BTC; will meet with customer service manager. BB
- 8.7.2 ETM to E-mail Somarela Tikologo panel discussion invitation to BIDP members. ETM
- 8.8 PUBLICATIONS/NEWS LETTER**
- 8.8.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 4.8.2 LK received a proposal for directory from College publishers; ETM to copy to all, and make comparison with other directories. Copied with minutes. To be discussed. Two more proposals required. LK to advise them to proceed but advertising to be construction/engineering related. LK
- 8.9 LIAISON**
- 8.9.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- New items
- 9.9.2 A letter has been received from AAB requesting BIDP to write a letter confirming AAB have more Architect members. ETM to draft a response stating BIDP has obligation to its members and are not willing to relinquish their membership ETM
- 8.10 PROFESSIONAL CENTRE**
- 8.10.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- 9.11.2.1 GV contacted chairman Institute of Accts.; (for Institute of Arbitration) still no reply; wrote another letter. JBH will contact principal of BAC. JBH
- 7.10.2 BB to pursue finding land for professional centre from department of lands. BB had contacted department of lands; was advised to identify a vacant piece of land and bring a design proposal; BB identified vacant land along Sobhuza way. EM identified a vacant plot near BOFWA in Phase 4.
- 7.10.3 GIEC premises vacant; JBH to talk to former tenant. Former tenant cannot find their records
- 8.11 OTHER BUSINESS**
- 8.12 NEXT MEETING**
- 8.12.1 Annual General Meeting will be held on Wednesday, 9th October, 2003 at 5:45pm at Gaborone Cricket Club. Notices and accounts to be ready. ALL

Minutes approved:



President

Secretary

Cc: E Moje
R Sargent
I Azoulay
L Kimani
G Vlug
B Hammond
B Hyde
B Bale

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Botswana Institute of Development Professions

Box 827, Gaborone, Botswana
Email: bidp@mega.bw

Phone and fax: (+267) 397 1181

◆ DATE:
20th November, 2002

◆ TO:
All Council members

◆ COMPANY:
BIDP

◆ FAX NUMBER:
564188

◆ FROM:
David Young

◆ FILE REFERENCE:
(A0kp)02

◆ RE: **BIDP COUNCIL MEMEBERS**

Please find attached minutes of the last Council meeting. You are also reminded that the next council meeting is scheduled for today at 5:30pm. The President will not be able to attend the meeting and therefore we will not be able to meet at their offices. Bernard Hyde Associates have offered their office for the meeting, they are on plot 10212, Nelson Mandela Drive next to Camphill Furniture.

Yours faithfully,

Edward Mazhani
BIDP Secretary

Cc: E Moje - 564188
R Sargeant - 582985
B Bale - 393 6433
L Kimani - 324 902
G Vlug - 337249
B Hammond - 3931928
I Azoulay - 309370
B Hyde - 323632
File

| |
|---|
| FAXED TO: Naye Sargeant, Bale, Kimani, Vlug, Hammond, Azoulay, Hyde |
| ON DATE: 20/11/02 |
| BY: [Signature] |



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. Box 827 - Gaborone - Tel/fax 582-067-
e-mail: bidp@mega.bw - website www.bidp.bw

(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 1 2002/2003

Held at: QS Botswana on 16th October, 2002, at 5:45pm

1.1 **Present:** E Mazhani Secretary
E Moje President
R Sargent Vice President
G Vlug Treasurer
L Kimani
B Bale

1.1.1 **Apologies:** B Hyde

1.1.2 **Absent** I Azoulay
J B Hammond

ACT

1.2 PREVIOUS COUNCIL MEETING

1.2.1 The minutes of the previous council meeting were agreed by those then present to be a true record, except that L Kimani did not come to the meeting.

1.3 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

Item 10.10.3 Importation of professions: Proposed that a short letter to Department of Taxes/Customs & Excise EE be written, cc : Ministry of Works/DABS; GV suggested asking for a meeting. Not done.
ETM to find out who to approach.

ETM

1.4 ACTIVITIES AND FUNCTIONS:

1.4.1 MATTERS ARISING FROM PREVIOUS MINUTES

Item 4.6.7 Cheese factory visit: Postponed to ± February, 2003.

GV

Item 4.6.8 Hydroponic tomatoes near Sanitas. 7-8 weeks from now, Friday 25th October 2002, at 4pm: + social after. GV to confirm and send note to ETM.

GV

Item 4.6.9 Withholding tax on certificates at Government projects (or all). IBQS wrote to DABS: no reply. RS reports: DABS ignored IBQS letters. Suggest meeting.

EM

Letter to DABS and Taxes: Objection on this tax being applied to consultants
Item 4.6.11 Write to Permanent Secretary/ cc: DABS: we offer to assist with reviews of the building contract. Our members have considerable experience in Botswana in building contracts. Not done.

GV

ETM

Item 4.6.12 LK submissions to Councils: duty to assist members ease way in plans approvals. Still proposed to organise a forum in 2002. LK still to give a proposed date. BH, not get a date. Get their written procedure, and questions to respond to it.
B Hyde stated this would not be happening soon. Some doubt whether council would cooperate. DTRP needs also to be involved. RS will talk to P Lyamuya.

LK

BB

| | | |
|--------------|--|------------------------|
| 10.5.2.1 | [GV wants to advise of corrections to contracts. He wants to issue contract notes early next year] to IDC find out if any problem. | GV/ETM GV |
| 1.4.2 | New items: Christmas party will be held on 29 th November, 2002 check Kalahari Flying Club. | |
| 1.5 | TREASURER'S REPORT | |
| 1.5.1 | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 6.6.1 | Cash in bank; Treasure will email statement to ETM. | |
| Item 6.6.2.1 | GV to give figures to IA. Paid Grand Palm Hotel P1 500.00 on 7 th March 2002. GV will follow up. | GV/IA |
| 9.6.2.1 | Bill from Kalahari Flying Club paid. | |
| 1.6 | MEMBERSHIP | |
| 1.6.1 | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 4.7.1.1 | W Kasolo: Still no response: JP has a cell # if needed. EM will pursue. GV will chase bank regarding Patel returned cheque. Letter sent but no response. | |
| Item 6.7.2.1 | Moyo applications: Check whether they want corporate or ordinary or Associate as acceptable subject to. BH saying course ok. Moyo; BH to comment: quality and school ok? 4 years BA plus 2 years work experience. Still investigating. 4 x membership applications in hand. Bale & chiwila approved; still investigating Moyo, information passed to DY. | ETM GV RS ALL |
| Item 9.7.2.1 | Modibetsane: write after GV letter: write letter. Wareus: RS action: take action next meeting | |
| Item 9.7.2.4 | Received application form from P K Lopang; has been discussed. Appears to be eligible for associate membership | |
| Item 9.7.2.6 | GV wants copies of application forms. In hand. EM will issue next meeting. | EM |
| 1.7 | CORRESPONDENCE | |
| 1.7.1 | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 6.8.1.4 | Letter to BTC: DY have sent letter to BTC. No response. BB will draft another letter. | BB |
| Item 8.8.6 | IA journal to JBH and return to Secretary. Still not yet returned. | JBH |
| Item 9.8.2.1 | Journal of Technology from UB to EM: return to Secretary. Still in hand | EM |
| Item 9.8.2.2 | CASLE Seminar notice and registration form handed to EM. In hand | |
| 1.8 | PUBLICATIONS/NEWS LETTER | |
| 1.8.1 | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 4.8.1 | Sell pages with firm's data: GV sent e-mail to EM. | EM |
| Item 5.5.2 | Request for re order needs to be made in good time: GV to inform sales office. Still not advising timeously. | GV |
| Item 4.8.8.2 | (Advertiser charges P770 half photo black and white). Advertise in newsletter for interest: commission payments proposed by GV. LK still to speak to magazine person. | LK/GV |
| Item 5.8.5 | Directory: proceed: press on with adding of firms: To be done this weekend. Not done. | |
| Item 5.9.6 | JBH on directory circulation update list: is doing. No progress. Still to give proposed revised list to secretary to circulate before next meeting. Still not done. | JBH |
| Item 6.9.2.1 | Contract comments from GV: DY to comment. Still not actioned. Hold to JA/FE 2003. GV in progress. | GV |
| Item 6.9.2.3 | EM 'value management': do we have any interest in a seminar. EM will give data to JBH. End. Not done: will mention in EM newsletter. Around March 2003. | EM |
| 9.9.2.1 | IA journal 5 copies to EM for newsletter: Still not returned to Secretary. | EM |
| 10.9.2.1 | Letter heads: 1 000: carry on. Update information. Find out if letter head updated. | ETM |
| 10.9.2.2 | Copying breach: any duplication etc. is a breach of copyright; notice is on paper forms. One notice of copying of form of contract by members. Follow up. | ALL |
| 1.9 | LIAISON | |
| 1.9.1 | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 7.10.2 | Add Botswana Society of Arts to directory circulation list. Will print copy to GV. Still not done. | ETM |
| Item 8.12 | DY draft letter to Taxes Department regarding withholding tax and circulate to Council. Not done; will be done by Monday. | ETM |
| 1.10 | PROFESSIONAL CENTRE | |
| 1.10.1 | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |

- Item 5.11.3 Letter BH>RPM: BH spoke to RPM: No response from Estate Agent will follow up. No progress. Still to follow up again. No action. Will ask again: still. GV will also follow up. BH/GV
- Item 5.11.3.2 Brief for estate agents: email was sent; was received. LK will check with BH. Now handed to DY. Note to estate agents. BB will pursue at lands BB
- Item 5.11.3.3 (GIEC offices queried by GV) IA couldn't get more data on GIEC premises. JBH will also follow this item. Owner JHB: Still to follow up; no report. EM failed to get hold of Mr Kgospula to get information. JBH/EM
- Item 9.11.2.1 GV contacted chairman Institute of Accts.; (for Institute of Arbitration) still no reply; wrote another letter.

11.11 OTHER BUSINESS

Meeting closed at 8:30pm.

1.12 NEXT MEETING

- 1.12.1 The next council meeting will be held on Wednesday, 13th November, 2002.

Minutes approved:

President

Cc: E Moje
R Sargent
I Azoulay
L Kimani
G Vlug
B Hammond
B Hyde
B Bale



Secretary

fax
Fax
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Fax
Fax
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fax



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(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 10

Held at: QS Botswana on 21st August, 2002, at 5:45pm

10.1 Present: D Young Secretary
E Moje President
R Sargent Vice President – (left at 7:30pm)
G Vlug Treasurer
I Azoulay (recused during discussion of application)

10.2 Later: L Kimani

10.2.1 Apologies: J B Hammond
B Hyde

10.2.2 Absent J Paul
M Bathuleng
P Shah

ACT

10.3 PREVIOUS COUNCIL MEETING

10.3.1 The minutes of the previous council meeting were agreed by those then present to be a true record, except that Ms Vlug was also present. Also noted that IA should be on list, and Mr Shah.

10.4 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

- Item 4.6.4 23rd AGM minutes done: DY requested any comments.
Item 10.10.3 Importation of professions: Proposed that a short letter to Department of Taxes/Customs & Exoise EE be written, cc : Ministry of Works/DABS; GV suggested asking for a meeting.

EM

10.5 ACTIVITIES AND FUNCTIONS:

10.5.1 MATTERS ARISING FROM PREVIOUS MINUTES

- Item 4.6.3 Proposed visits to: De Beers; Put forward to next council year.
Item 4.6.6 Monies on GYC breakfast still to be chased. RS was one. Still to do.
Item 4.6.7 Cheese factory visit: Postponed to ± November, 2002.
Item 4.6.8 Hydroponic tomatoes near Sanitas. 7-8 weeks from now, Friday 25th October 2002, at 4pm: + social after.
Item 4.6.9 Withholding tax on certificates at Government projects (or all).
IBQS wrote to DABS: no reply. RS reports: DABS ignored IBQS letters.
Letter to DABS and Taxes: Objection on this tax being applied to consultants
Item 4.6.10 VAT seminar June, 2002: To put note on Website next week.
Item 4.6.11 Write to Permanent Secretary/ cc: DABS: we offer to assist with reviews of the building contract. Our members have considerable experience in Botswana in building contracts.
Item 4.6.12 LK submissions to Councils: duty to assist members ease way in plans approvals. Still proposed to organise a forum in 2002. LK still to give a proposed date.

GV

GV

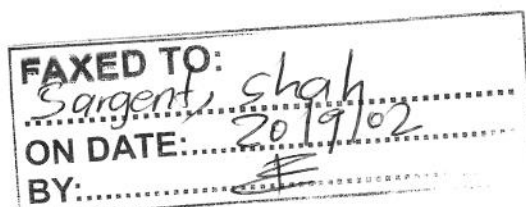
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GV

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LK



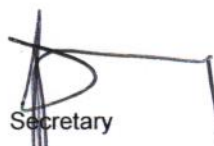
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|--------------|--|-------|
| | B Hyde stated this would not be happening soon. Some doubt whether council would cooperate. DTRP needs also to be involved. RS will talk to P Lyamuya. | RS |
| 10.5.2 | <i>New matters:</i> | |
| 10.5.2.1 | [GV wants to advise of corrections to contracts. He wants to issue contract notes early next year] | GV |
| 10.6 | TREASURER'S REPORT | |
| 10.6.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 6.6.1 | P11,629.49 cash in bank; Transferred P 5 000 into fixed account (now P30 000). Working on final account for book year. | |
| Item 6.6.2.1 | GV to give figures to IA. Paid Grand Palm Hotel P1 500.00 on 7 th March 2002. | GV/IA |
| 9.6.2.1 | Bill from Kalahari Flying Club regarding VAT seminar has been settled. | |
| 10.7 | MEMBERSHIP | |
| 10.7.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 5.7.1 | Mehta Ragesh Umer Manherlal certificate signing. DY received copy from EM. | |
| Item 4.7.1.1 | W Kasolo: Still no response: JP has a cell # if needed. EM will persue. GV will chase bank regarding Patel returned cheque | |
| Item 4.8.8.2 | IA complaint re his ordinary member application being rejected: Criteria circulated. Discussed at end of meeting after then resolved. Resolved by council members then present that secretary to advise IA that under guidelines used by council he is presently not eligible for ordinary membership. | DY |
| Item 6.7.2.1 | Bale & Moyo applications: Check whether they want corporate or ordinary or Associate as acceptable subject to. BH saying course ok. Moyo; BH to comment: quality and school ok? 4 years BA plus 2 years work experience. 4 x membership applications in hand. | DY |
| Item 9.7.2.1 | Modibetsane: write after GV letter: write letter. | DY |
| | Wareus: RS action: take action next meeting | RS |
| Item 9.7.2.3 | Orando ordinary membership: request for certificate. Done | |
| Item 9.7.2.4 | Received application form from P K Lopang; has been disc... appears to be eligible for associate membership | ALL |
| Item 9.7.2.5 | Chiwila certified has been sent. | |
| Item 9.7.2.6 | GV wants copies of application forms. In hand. | DY |
| 10.8 | CORRESPONDENCE | |
| 10.8.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 6.8.1.4 | Letter to BTC: DY have sent letter to BTC. No... se. | |
| Item 7.8.2 | Construction Review request regarding article: referred to EM. Responded to EM: want advert placed. Not considered appropriate. EM explained. | |
| Item 8.8.6 | IA journal to JBH and return to Secretary. Still not yet returned. | JBH |
| Item 9.8.2.1 | Journal of Technology from UB to EM: return to Secretary. Still in hand | EM |
| Item 9.8.2.2 | CASLE Seminar notice and registration form handed to EM. In hand | |
| 10.8.2 | <i>New matters</i> <List attached> | |
| 10.9 | PUBLICATIONS/NEWS LETTER | |
| 10.9.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 4.8.1 | Sell pages with firm's data: GV sent e-mail to EM. | EM |
| Item 5.5.2 | Request for re order needs to be made in good time: GV to inform sales office. Still not advising timeously. | GV |
| Item 5.12.1 | Certificates: some people are using scanned - in certificates. Did try envisaging computer forms. Licences to listed members, firms related to directory listing. Not seen. Certificates: licence use by members? Need to implement certificates. GV has done a note. | DY |
| Item 4.8.8.2 | (Advertiser charges P770 half photo black and white). Advertise in newsletter for interest: commission payments proposed by GV. LK still to speak to magazine person. | LK/GV |
| Item 5.8.5 | Directory: proceed: press on with adding of firms: To be done this weekend. | DY |
| Item 5.9.6 | JBH on directory circulation update list: is doing. No progress. Still to give proposed revised list to secretary to circulate before next meeting. Still not done. | JBH |
| Item 5.9.8 | No BH newsletter: JBH for now. Distributed email and post copies. EM newsletter aims to be out now. | EM |
| | Done monthly: EM July, RS August, BH September. | ALL |
| Item 6.9.2.1 | Contract comments from GV: DY to comment. Still not actioned. Hold to JA/FE 2003. | DY |
| Item 6.9.2.3 | EM 'value management': do we have any interest in a seminar. EM will give data to JBH. End. Not done: will mention in EM newsletter. Still. | EM |

- 9.9.2.1 IA journal 5 copies to EM for newsletter: Still not returned to Secretary. EM
- 10.9.2 *New matters*
- 10.9.2.1 Letter heads: 1 000: carry on. Update information.
- 10.9.2.2 Copying breach: any duplication etc. is a breach of copyright; notice is on paper forms. ALL
One notice of copying of form of contract by members. Follow up.
- 10.9.2.3 Draft IA letter. DY
- 10.9.2.4 Meeting regarding certificate will be held on Tuesday next week. ALL
- 10.10 LIAISON**
- 9.10.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- Item 10.10.5 Liaise with Ministry/Government. Tendering for professional services. TOR out for comment. No action feasible; overtaken by events.
- Item 7.10.2 Add Botswana Society of Arts to directory circulation list. Will print copy to GV. Not done. DY
- Item 8.12 DY draft letter to Taxes Department regarding withholding tax and circulate to Council. Not done; will be done by Monday. DY
- Item 9.10.2.1 Registered Societies: original forms returned: corrected & resent. DY
- 10.11 PROFESSIONAL CENTRE**
- 9.11.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- Item 5.11.3 Letter BH>RPM: BH spoke to RPM: will follow up. No progress. Still to follow up again. No action. Will ask again: still. GV will also follow up. BH/GV
- Item 5.11.3.2 Brief for estate agents: email was sent; was received. LK will check with BH. Now handed to DY. Note to estate agents. DY
- Item 5.11.3.3 (GIEC offices queried by GV) IA couldn't get more data on GIEC premises. JBH will also follow this item. Owner JHB: Still to follow up; no report. EM failed to get hold of Mr Kgospula to get information. JBH/EM
- 9.11.2 *New matters*
- Item 9.11.2.1 GV contacted chairman Institute of Accts.; (for Institute of Arbitration) still no reply; wrote another letter.
- 10.12 OTHER BUSINESS**
- Meeting closed at 8:30pm.
- 10.13 NEXT MEETING**
- 10.13.1 Will be set by incoming council.
- Annual General Meeting will be held on Wednesday, 25th September, 2002 at 6pm at Kalahari Flying Club, Gaborone. Notices and accounts to be ready. ALL

Minutes approved:



President



Secretary

Cc: E Moje
R Sargent
I Azoulay
J Paul
L Kimani
G Vlug
B Hammond
B Hyde
M Bathuleng
P Shah

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(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 9

Held at: QS Botswana on 18th July, 2002

Time: 5:45pm

9.1 **Present:** D Young Secretary
E Moje President
R Sargent Vice President
G Vlug Treasurer
B Hyde

9.2 **APOLOGIES:** L Kimani
M Bathuleng

9.2.1 **Absent** J Paul
J B Hammond

9.3 PREVIOUS COUNCIL MEETING

ACT

9.3.1 The minutes of the previous council meeting were agreed by those then present to be a true record.

9.4 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

Item 4.6.4 23rd AGM minutes typed by DYA: e-mailed to JP to confirm. Another copy was sent: no response. EM to chase.

EM

Item 10.10.3 Importation of professions: package deals. Taxes Department. Also affects contractors. EM still looking for liaise person. Still not done.

EM

9.5 ACTIVITIES AND FUNCTIONS:

9.5.1 MATTERS ARISING FROM PREVIOUS MINUTES

Item 4.6.3 Proposed visits to: De Beers still proposed August 2002.

JP

Item 4.6.6 Monies on GYC breakfast still to be chased. RS was one.

GV

Item 4.6.7 Cheese factory visit: still postponed. Not yet.

GV

Item 4.6.8 Hydroponic tomatoes near Sanitas. Still: still postponed. GV will do.

GV

Item 4.6.9 Withholding tax on certificates at Government projects (or all).

Volunteer needed to collect data from Taxes or IBQS: Data to be collected None collected.

IBQS wrote to DABS: no reply. RS will check with IBQS.

RS

Item 4.6.10 VAT seminar proposed for 25th June, 2002: Sort out finances. Pass items to participants. Put note on Website.

Item 4.6.11 Republic of Botswana Government building contract: current one may fall away. EM to contact CTB to see what is under consideration. EM spoke to Liebenberg and Stander: assessing contracts: engineering contracts ie Fidic are their preference. Still no consultation with Botswana Professions. Still no consultation.

EM

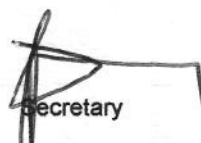
| | | |
|--------------|---|----------------|
| Item 4.6.12 | LK submissions to Councils: duty to assist members ease way in plans approvals. Still proposed to organise a forum in 2002. LK to give a proposed date. B Hyde stated this would not be happening soon. | LK |
| 9.6 | TREASURER'S REPORT | |
| 9.6.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 6.6.1 | P13,419.70 cash in bank. Put P5000 in fixed account. GV wants bank statements: GV asked where are records of drafts. | DY DY GV |
| Item 6.6.2.1 | GV to get refund from Grand Palm Hotel. GV must get details from IA. | GV |
| 9.6.2 | New items: | |
| 9.6.2.1 | Bill received from Kalahari Flying Club regarding VAT seminar. | GV |
| 9.7 | MEMBERSHIP | |
| 9.7.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 5.7.1 | Mehta Ragesh Umer Manherlal certificate signing. EM still to give DY copy for file. | EM |
| Item 4.7.1.1 | W Kasolo: Still no response: JP has a cell # if needed. EM will persue. | |
| Item 4.8.8.2 | IA complaint re his ordinary member application being rejected: Discussion; circulate criteria. | DY |
| Item 6.7.2.1 | Ask for money for 2 new membership applications B K Bale & NN Moyo: have now received funds. | DY |
| 9.7.2 | New items: | |
| 9.7.2.1 | GV report 2001: 51 members not renewed: currently: 2000 30 1999 17 1998 11 1997 2 1996 0 | |
| 9.7.2.2 | Received P Kaszay subscription fee. | |
| 9.7.2.3 | Orlando ordinary membership: request for certificate. GV to check whether he can do. | GV |
| 9.7.2.4 | Received application form from P K Lopang. | ALL |
| 9.7.2.5 | Chiwila certified copy required. | EM |
| 9.7.2.6 | GV wants copies of application forms. | |
| 9.8 | CORRESPONDENCE | |
| 9.8.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 6.8.1.1 | Attached is the list of correspondence received. | DY |
| Item 6.8.1.4 | Letter to BTC. DY have sent letter to BTC. | |
| Item 7.8.2 | Construction Review request regarding article: referred to EM. Responded to EM: want advert placed. Not considered appropriate. | EM |
| Item 8.8.6 | IIA journal to JBH and return to Secretary. Not yet returned. | JBH |
| Item 8.8.7 | Tile Factory notes to be given to JBH by IA. Was done. | |
| 9.8.2 | New items | |
| 9.8.2.1 | Journal of Technology from UB to EM: return to Secretary. | EM |
| 9.8.2.2 | CASLE Seminar notice and registration form handed to EM. | |
| 9.9 | PUBLICATIONS/NEWS LETTER | |
| 9.9.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 4.8.1 | Sell pages with firm's data: GV wants to implement sale of pages for next directory. Still to check ratification when prices are in print, also advise sales office. | GV GV |
| Item 5.5.2 | Contract forms, main contracts done: Minor works form done. Request for re order needs to be made in good time: GV to inform sales office. | GV |
| Item 5.12.1 | Mega: phoned: Website and email are now on again. Certificates: some people are using scanned – in certificates. Did try envisaging computer forms. Licences to listed members, firms related to directory listing. Not seen. Certificates: licences members? Need to implement certificates. Will need to adapt VAT. Need contractor/employer VAT numbers. | ALL |
| Item 5.12.2 | Bill of quantity contract copies, license to use for that purpose. Allow members to use electronic copy against purchase of paper copy for that contract only. Problem of policing. Ask members if it is wanted. Possible deposit against CD. Interested parties can contact DYA. | ALL |
| Item 4.8.8.2 | (Advertiser charges P770 half photo black and white). Advertise in newsletter for interest: commission payments proposed by GV. LK still to speak to magazine person. GV still to draft advert. | LK/GV DY |
| Item 5.8.5 | Directory: proceed: press on with adding of firms: Still not done. | |
| Item 5.9.2 | Project photos: GV still to chase. | |
| Item 5.9.6 | JBH on directory circulation update list: is doing. No progress. Still to give proposed revised list to secretary to circulate before next meeting. Still not done. | JBH |

- Item 5.9.8 No BH newsletter: JBH for now. Distributed email and post copies.
RS cartoon delayed. RS
Done monthly: EM July, RS August, BH September. ALL
Item 6.9.2.1 Contract comments from GV: DY to comment. Still not actioned. DY
Item 6.9.2.3 EM 'value management': do we have any interest in a seminar. EM will give data to JBH. End. Not done: will mention in EM newsletter. EM
- 9.9.2 New items:
9.9.2.1 IIA journal 5 copies to EM for newsletter: return to Secretary. EM
- 9.10 LIAISON**
- 9.10.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- Item 10.10.5 Liaise with Ministry/Government. Tendering for professional services. TOR out for comment. EM will pursue TOR engineers, quantity surveyors appointed by CTB. Architects submitted to CTB for approval. BIDP is unlikely to have an opportunity to comment; QS have written to DABS. TOR on fee bidding to be copied to secretary for circulation: want feedback from professionals. EM
Item 7.10.2 Add Botswana Society of Arts to directory circulation list. Will print copy to GV. DY
Item 8.12 DY draft letter to Taxes Department re withholding and circulate to Council. Try to do. DY
- 9.10.2 New items:
9.10.2.1 Registered Societies: original forms returned: redo. DY
- 9.11 PROFESSIONAL CENTRE**
- 9.11.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- Item 5.11.3 Letter BH>RPM: BH spoke to RPM: will follow up. No progress. Still to follow up again. No action. Will ask again: BH
Item 5.11.3.2 Brief for estate agents: email was sent; please resend. LK will check with BH. Now handed to DY. DY
Item 5.11.3.3 (GIEC offices queried by GV) IA couldn't get more data on GIEC premises. JBH will also follow this item. Owner JHB: Still to follow up. EM will talk to person (Mr Kgosiula) to get information. JBH/EM
- 9.11.2 New item
Item 9.11.2.1 GV contacted chairman Institute of Accts.; (for Institute of Arbitration) awaits reply.
- 9.12 OTHER BUSINESS**
- Meeting closed at 7:43pm.
- 9.13 NEXT MEETING**
- 9.13.1 Will be held on Wednesday, 21st August, 2002 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West. ALL
Annual General Meeting will be held on Wednesday, 25th September, 2002 at QS Botswana. ALL

Minutes approved:



President



Secretary

Cc: E Moje ✓
R Sargent ✓
I Azoulay ✓
J Paul ✓
L Kimani ✓
G Vlug ✓
B Hammond ✓
B Hyde ✓
M Bathuleng
P Shah

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(A0kp)02

BIDP CORRESPONDENCE RECEIVED

Council meeting #9 dated 18th July, 2002

| Date | Item | Brief | notes |
|----------|-------------|------------------|---------------------|
| 29/04/02 | Email | Email | From Mundembe |
| 14/06/02 | Posters | 10 Posters | From VAT customs |
| 14/06/02 | Posters | 5 Posters | From IIA |
| 14/06/02 | Bill | Advice | From BHC |
| 14/06/02 | Bill | BTC | From BTC |
| 17/06/02 | Letter | Return forms | From M Home Affairs |
| 17/06/02 | cheque | Cheque | From P Kaszay |
| 17/06/02 | Email | Email | From G Vlug |
| 24/06/02 | Email | Email | From IAB |
| 02/07/02 | Letter | Letter | From Quantum |
| 03/07/02 | Email | Email | From CAAA |
| 04/07/02 | Application | Application form | From P K Lopang |
| 04/07/02 | Bill | Bill | From KFC |
| 10/07/02 | Letters | 2 letters | From CASLE |
| | Poster | Poster | From B J Technology |



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. Box 827 - Gaborone - Tel/fax ~~582 067~~
e-mail: bidp@mega.bw - website www.bidp.bw

(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 8

Held at: David Young, Architect on 12th June, 2002

Time: 5:30pm

8.1 **Present:** D Young Secretary
R Sargent Vice President
L Kimani
J B Hammond

8.2 **APOLOGIES:** E Moje President
G Vlug Treasurer
J Paul
B Hyde
M Bathuleng

8.3 PREVIOUS COUNCIL MEETING

8.3.1 The minutes of the previous council meeting were agreed by those then present to be a true record.

8.4 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

Item 4.6.4 23rd AGM minutes typed by DYA: e-mailed to JP to confirm. JP requested another copy.

ACT

Item 10.10.3 Importation of professions: package deals. Taxes Department. Also affects contractors. EM still looking for liaison person. Still not done.

DY/JP

EM

8.5 ACTIVITIES AND FUNCTIONS:

8.5.1 MATTERS ARISING FROM PREVIOUS MINUTES

Item 4.6.3 Proposed visits to: De Beers still proposed August 2002.

JP

Item 4.6.5 Botswana National Gardens (still at tender: wait till operational)

EM

Item 4.6.6 Monies on GYC breakfast still to be chased.

GV

Item 4.6.7 Cheese factory visit still proposed June 2002. still postponed.

Item 4.6.8 Hydroponic tomatoes near Sanitas. Still: still postponed.

Item 4.6.9 Withholding tax on certificates at Government projects (or all).

Volunteer needed to collect data from Taxes or IBQS: Data still to be collected

ALL

Item 4.6.10 VAT info seminar: Next to get practical on VAT. Target VAT seminar proposed for 25th June, 2002. Lunchtime with KPMG / R Tilney. Possible Maharajah Restaurant private room. Still need nuts and bolts discussion:

DY

Item 4.6.11 Republic of Botswana Government building contract: current one may fall away. EM to contact CTB to see what is under consideration. EM spoke to Liebenberg and Stander: assessing contracts: engineering contracts ie Fidic are their preference. Still no consultation with Botswana Professions.

EM

| | | |
|--------------|--|-----|
| Item 4.6.12 | LK submissions to Councils: duty to assist members ease way in plans approvals. Still proposed to organise a forum June/July 2002. LK to give a proposed date. | LK |
| 8.6 | TREASURER'S REPORT | |
| 8.6.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 6.6.1 | P12,515.32 cash in bank still at 30mr02. | |
| Item 6.6.2.1 | GV to get refund from Grand Palm Hotel. | GV |
| 8.7 | MEMBERSHIP | |
| 8.7.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 5.7.1 | Mehta Ragesh Umer Manherlal certificate signing. EM still to give DY copy for file. | EM |
| Item 4.7.1.1 | W Kasolo: Still no response: JP has a cell # if needed. | GV |
| Item 4.8.8.2 | IA complaint re his ordinary member application being rejected: 4 years diploma etc IA full membership Botswana Real Estate Institute (BREI) Valuer and Manager. RICS received 1 st experience at Minithesis. Next submission October = assessment. | DY |
| Item 5.7.2.1 | Wareus: invoice sent. RS to follow up. | RS |
| Item 5.7.3 | Request for return of certificates if not renewing. | ALL |
| Item 5.7.4 | Contact person after sending letters. | |
| Item 6.7.2.1 | Ask for certificate copy and money for 2 new membership applications (did money go to sales petty cash?) Not yet. | DY |
| 8.7.2 | New item: | |
| 8.7.2.1 | Nutall Smith, Motsomi subscription fee received. | |
| 8.8 | CORRESPONDENCE | |
| 8.8.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 6.8.1.1 | Attached is the list of correspondence received. | DY |
| Item 6.8.1.2 | CASLE/CAA subscription: forex forms signed. Sent by registered airmail. | |
| Item 6.8.1.3 | Ordre National des Architects du Senegal , 97, Avenue Andre Peytavin, Dakar, Senegal: address still invalid, inform GV. | |
| Item 6.8.1.4 | Letter to BTC. Council agreed to close telephone account and credit DYA telephone account in order to settle the matter. Adopted. | ALL |
| Item 7.8.2 | Construction Review request regarding article: referred to EM. | EM |
| Item 8.8.3 | Seminar on Housing: handed to JBH. | |
| Item 8.8.4 | Building & Social Housing: file | |
| Item 8.8.5 | Botswana Institute of Engineers newsletter to JBH. | JBH |
| Item 8.8.6 | IIA journal to JBH and return to Secretary. | JBH |
| Item 8.8.7 | Tile Factory notes to be given to JBH by IA. | IA |
| 8.9 | PUBLICATIONS/NEWS LETTER | |
| 8.9.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 4.8.1 | Sell pages with firm's data: GV wants to implement sale of pages for next directory. Check ratification when prices are in print, also advise sales office. | GV |
| Item 5.5.2 | Contract forms, reprinting masters main contract done: Currently Minor works form. Mega still a problem: DY still to resolve. | DY |
| Item 5.12.1 | Certificates: some people are using scanned – in certificates. Did try envisaging computer forms. Licences to listed members, firms related to directory listing. Not seen. Certificates: licences members? Will need to adapt VAT. Will need expert comment. | DY |
| Item 5.12.2 | Bill of quantity contract copies, license to use for that purpose. Allow members to use electronic copy against purchase of paper copy for that contract only. | ALL |
| Item 4.8.8.2 | (Advertiser charges P770 half photo black and white). Advertise in newsletter for interest: commission payments proposed by GV. LK still to speak to magazine person. GV will draft advert. | ALL |
| Item 5.8.5 | Directory: proceed: press on with adding of firms: Still not done. | DY |
| Item 5.9.2 | Project photos: GV still to chase. | |
| Item 5.9.6 | JBH on directory circulation update list: is doing. No progress. Still to give proposed revised list to secretary to circulate before next meeting. Still not done. | JBH |
| Item 5.9.8 | No BH newsletter: JBH for now. (Request from LK) RS asked to give cartoon. Done monthly: JBH June, EM July, RS August. | JBH |
| 6.9.2.1 | Contract comments from GV: DY to comment. Still not actioned. | RS |
| 6.9.2.3 | EM 'value management': do we have any interest in a seminar. EM will give data to JBH. End. | ALL |
| | | DY |
| | | EM |
| 8.10 | LIAISON | |
| 8.10.1 | MATTERS ARISING FROM PREVIOUS MINUTES | |

- | | | |
|--------------|---|----------|
| Item 10.10.5 | Liaise with Ministry/Government. Tendering for professional services. TOR out for comment. EM will pursue TOR engineers, quantity surveyors appointed by CTB. Architects submitted to CTB for approval. BIDP is unlikely to have an opportunity to comment; QS have written to DABS. Still. | EM |
| Item 7.10.2 | Add Botswana Society of Arts to directory circulation list. Will do. | EM DY |

8.11 PROFESSIONAL CENTRE

8.11.1 MATTERS ARISING FROM PREVIOUS MINUTES

- | | | |
|---------------|---|-------|
| Item 5.11.3 | Letter BH>RPM: BH spoke to RPM: will follow up. No progress. Still to follow up again. No action. | BH |
| Item 5.11.3.2 | Brief for estate agents: email was sent; please resend. LK will check with BH. | LK/BH |
| Item 5.11.3.3 | (GIEC offices queried by GV) IA couldn't get more data on GIEC premises. JBH will also follow this item. Owner JHB: will follow up. No news from last tenant. | JBH |

8.12 OTHER BUSINESS

DY draft letter to Taxes Department re withholding and circulate to Council. DY

Meeting closed at 7:43pm.

8.13 NEXT MEETING

- | | | |
|--------|--|-----|
| 8.13.1 | Will be held on Wednesday, 18 th July, 2002 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West. | ALL |
|--------|--|-----|

Minutes approved:



President



Secretary

Hand

Cc: E Moje
R Sargent
I Azoulay
J Paul
L Kimani
G Vlug
B Hammond
B Hyde
M Bathuleng
P Shah

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(A0kp)02

BIDP CORRESPONDENCE RECEIVED

Council meeting #8 dated 12th June, 2002

| Date | Item | Brief | notes |
|-------------|--------------------|---|-------------------------------------|
| 07/01/2002 | Letter | Newsletters | From CASLE |
| 07/01/2002 | Letter with poster | From UIA | From Housing Construction |
| 07/01/2002 | Letter with poster | World habitat awards 2002 | From B&SHG |
| 17/05/2002 | Statement | Business cheque account | From FNB |
| 22/05/2002 | Cheque | Subscription fee | From N Smith |
| 22/05/2002 | Poster | IIR | From IIR Training |
| 30/05/2002 | Poster | Master of Architecture in human settlements | From PGCHS |
| 04/06/2002 | Letter | BIE newsletter | From BIE |
| 05/06/2002 | Poster x2 | IIA Gold Medals 2001 | From Indian Institute of Architects |

(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 8

Held at: David Young, Architect on 12th June, 2002

Time: 5:30pm

8.1 **Present:** D Young Secretary
 R Sargent Vice President
 L Kimani
 J B Hammond

8.2 **APOLOGIES:** E Moje President
 G Vlug Treasurer
 J Paul
 B Hyde
 M Bathuleng

8.3 **PREVIOUS COUNCIL MEETING**

8.3.1 The minutes of the previous council meeting were agreed by those then present to be a true record.

8.4 **MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL**

Item 4.6.4 23rd AGM minutes typed by DYA: e-mailed to JP to confirm. JP requested another copy. DY/JP

Item 10.10.3 Importation of professions: package deals. Taxes Department. Also affects contractors. EM still looking for liaise person. Still not done. EM

8.5 **ACTIVITIES AND FUNCTIONS:**

8.5.1 **MATTERS ARISING FROM PREVIOUS MINUTES**

Item 4.6.3 Proposed visits to: De Beers still proposed August 2002. JP

Item 4.6.5 Botswana National Gardens (still at tender: wait till operational) EM

Item 4.6.6 Monies on GYC breakfast still to be chased. GV

Item 4.6.7 Cheese factory visit still proposed June 2002. still postponed.

Item 4.6.8 Hydroponic tomatoes near Sanitas. Still: still postponed.

Item 4.6.9 Withholding tax on certificates at Government projects (or all).
Volunteer needed to collect data from Taxes or IBQS: Data still to be collected ALL

Item 4.6.10 VAT info seminar: Next to get practical on VAT. Target VAT seminar proposed for 25th June, 2002. Lunchtime with KPMG / R Tilney. Possible Maharajah Restaurant private room. Still need nuts and bolts discussion: DY

Item 4.6.11 Republic of Botswana Government building contract: current one may fall away. EM to contact CTB to see what is under consideration. EM spoke to Liebenberg and Stander: assessing contracts: engineering contracts ie Fidic are their preference. Still no consultation with Botswana Professions. EM

Item 4.6.12 LK submissions to Councils: duty to assist members ease way in plans approvals. Still proposed to organise a forum June/July 2002. LK to give a proposed date. LK

8.10 LIAISON

8.10.1 MATTERS ARISING FROM PREVIOUS MINUTES

- Item 10.10.5 Liaise with Ministry/Government. Tendering for professional services. TOR out for comment. EM will pursue TOR engineers, quantity surveyors appointed by CTB. Architects submitted to CTB for approval. BIDP is unlikely to have an opportunity to comment; QS have written to DABS. Still.
- Item 7.10.2 Add Botswana Society of Arts to directory circulation list. Will do.

EM

EM
DY

8.11 PROFESSIONAL CENTRE

8.11.1 MATTERS ARISING FROM PREVIOUS MINUTES

- Item 5.11.3 Letter BH>RPM: BH spoke to RPM: will follow up. No progress. Still to follow up again. No action.
- Item 5.11.3.2 Brief for estate agents: email was sent; please resend. LK will check with BH.
- Item 5.11.3.3 (GIEC offices queried by GV) IA couldn't get more data on GIEC premises. JBH will also follow this item. Owner JHB: will follow up. No news from last tenant.

BH
LK/BH

JBH

8.12 OTHER BUSINESS

DY draft letter to Taxes Department re withholding and circulate to Council.

DY

Meeting closed at 7:43pm.

8.13 NEXT MEETING

- 8.13.1 Will be held on Wednesday, 18th July, 2002 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West.

ALL

Minutes approved:

President

Secretary

Cc: E Moje
R Sargent
I Azoulay
J Paul
L Kimani
G Vlug
B Hammond
B Hyde
M Bathuleng
P Shah

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BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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e-mail: bidp@mega.bw - website www.bidp.bw

(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 7

Held at: QS Botswana on 15th May, 2002

Time: 5:30pm

- 7.1 **Present:** D Young Secretary
E Moje President
B Hyde
J B Hammond
- 7.2 **APOLOGIES:** R Sargent Vice President
G Vlug Treasurer
M Batuleng
L Kimani
- 7.3 **PREVIOUS COUNCIL MEETING** ACT
- 7.3.1 The minutes of the previous council meeting were agreed by those then present to be a true record.
- 7.3.2 Minutes of previous meeting for signing was not on hand for EM to sign. DY
- 7.4 **MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL**
- Item 4.6.4 23rd AGM minutes typed by DYA: e-mailed to JP to confirm. EM has spoken to JP: no JP response. JP
- Item 10.10.2 Clarify 2 year/1 year members of council. Shah is aware. DY understand that:
22nd AGM in 2000 Mr Shah was in year 1 of 2
22nd AGM in 2000 Mr Ranjen was in year 2 of 2
23rd AGM in 2001 Mr Shah was in year 2 of 2
23rd AGM in 2001 L Kimani was in year 1 of 2
- Item 10.10.3 Importation of professions: package deals. Taxes Department. Also affects contractors. EM still looking for liaison person. Not yet. EM
- 7.5 **ACTIVITIES AND FUNCTIONS:**
- 7.5.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- Item 4.6.1 Lobatse Tile: done.
- Item 4.6.2 BTV proposed date: done.
- Item 4.6.3 Proposed visits to: De Beers still proposed August 2002. JP
- Item 4.6.4 Ostrich Abattoir: done
- Item 4.6.5 Botswana National Gardens (still at tender: wait till operational) EM
- Item 4.6.6 Monies on GYC breakfast still to be chased. GV
- Item 4.6.7 Cheese factory visit still proposed June 2002. Postpone.
- Item 4.6.8 Hydroponic tomatoes near Sanitas. Still: Postpone.

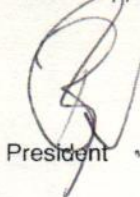
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SIGNED TO:
Sargent, Hammond, Vlug, Shah, Batuleng, Kimani
DATE: 7/6/02
JP

| | | | |
|--------------|--|--|----|
| Item 4.6.9 | Withholding tax on certificates at Government projects (or all) Volunteer needed to collect data from Taxes or IBQS: Data still to be collected: public document: BH gets contractor to collect both payments and fill in form ITW9 | BH DY | |
| Item 6.5.1 | DY to send vote of thanks: letter to KPMG shortly. | | |
| Item 4.6.10 | VAT info seminar: Next to get practical on VAT. Target VAT seminar proposed week of 15 th May, 2002. Still need nuts and bolts discussion: BH suggested review after a few months of VAT (in addition). | ALL | |
| Item 4.6.11 | Republic of Botswana Government building contract: current one may fall away. EM to contact CTB to see what is under consideration. EM spoke to Liebenberg and Stander: assessing contracts: engineering contracts ie Fidic are their preference. No consultation with Botswana Professions. | EM | |
| Item 4.6.12 | LK submissions to Councils: duty to assist members ease way in plans approvals. Still proposed to organise a forum June/July 2002. | LK | |
| 7.5.2 | New item | ALL | |
| | DY disappointed at lack of attendance at functions. Need reports in newsletters. | | |
| 7.6 | TREASURER'S REPORT | | |
| 7.6.1 | MATTERS ARISING FROM PREVIOUS MINUTES | | |
| Item 6.6.1 | P12,515.32 cash in bank at 30mr02. | | |
| Item 6.6.2.1 | GV to get refund from Grand Palm Hotel. | GV | |
| 7.6.2 | New item | DY | |
| | DY will arrange for deposits to be made. | | |
| 7.7 | MEMBERSHIP | | |
| 7.7.1 | MATTERS ARISING FROM PREVIOUS MINUTES | | |
| Item 4.6.3 | No committee: discuss applications for membership at council meetings. EM will look at: two applications received: E Mazhani & A Perera both accepted, AP subject to EM check. | | |
| Item 5.7.1 | Mehta Ragesh Umer Manherlal certificate signing. EM to give DY copy for files. | EM | |
| Item 4.7.1.1 | W Kasolo: no response: JP has a cell # if needed. | GV | |
| Item 4.8.8.2 | IA complaint re his ordinary member application being rejected: 4 years diploma etc Response from Botswana Real Estate Institute (BREI) check IA certificate form and progress RICS. | DY | |
| Item 5.7.2.1 | Wareus: invoice sent. RS to follow up. | RS | |
| Item 5.7.3 | Request for return of certificates if not renewing. | GV | |
| Item 5.7.4 | Contact person after sending letters. | GV | |
| Item 5.7.5 | N Viking: Swedish Embassy: DY received address by email: Postal address is: Odlingsvigen 5, SE-170 77 Solna, Sweden. Business address is Municipality of Norrköping, Spatial Planning Unit, SE-601 81 Norrköping, Sweden. | | |
| Item 6.7.2.1 | Ask for certificate copy and money for 2 new membership applications (did money go to sales petty cash?) Not yet. | DY | |
| 7.8 | CORRESPONDENCE | | |
| | MATTERS ARISING FROM PREVIOUS MINUTES | | |
| 7.8.1 | 6.8.1.1 | Attach list of correspondence received. | DY |
| | 6.8.1.2 | Letter to CAA typed but not sent. OK to pay CASLE/CAA subscription. | DY |
| | 6.8.1.3 | Ordre National des Architects du Senegal address invalid, inform GV. | |
| | 6.8.1.4 | Letter to BTC. Council agreed to close telephone account and credit DYA telephone account in order to settle the matter. | DY |
| 7.8.2 | New item | Construction Review request regarding article: refer to EM. | DY |
| 7.9 | PUBLICATIONS/NEWS LETTER | | |
| 7.9.1 | MATTERS ARISING FROM PREVIOUS MINUTES | | |
| Item 4.8.1 | Sell pages with firm's data: GV wants to implement sale of pages for next directory. DY not involved. | | |
| | Check ratification when prices are in print, also advise sales office. | | |
| Item 5.5.2 | Contract forms, reprinting in hand for masters. | DY | |
| | Mega still a problem: DY to resolve. Not dealt with. | DY | |
| Item 5.12.1 | Certificates: some people are using scanned – in certificates. Did try envisaging computer forms. Licences to listed members, firms related to directory listing. Still | | |
| Item 5.12.2 | Bill of quantity contract copies, license to use for that purpose. How to arrange for members. | ALL | |
| Item 4.8.8.2 | (Advertiser charges P770 half photo black and white). Advertise in newsletter for interest: commission payments proposed by GV. LK will speak to magazine person. GV will draft advert. | | |
| Item 5.8.5 | Directory: proceed: press on with adding of firms: | DY | |
| Item 5.9.2 | Project photos: GV still to chase. | | |

- | | | |
|------------|---|-----------|
| Item 5.9.6 | JBH on directory circulation update list: is doing. No progress. Still to give proposed revised list to secretary to circulate before next meeting. | JBH |
| Item 5.9.8 | BH newsletter: still 'in hand' : by month end. <u>JBH could do next</u> . Done monthly: JBH June, EM July, RS August. | BH ALL |
| 6.9.2.1 | Contract comments from GV: DY to comment. Not actioned. | DY |
| 6.9.2.2 | Respond to GV email re Otsweleng etc. Krishnasamy. General update. | DY |
| 6.9.2.3 | EM 'value management': do we have any interest in a seminar. EM will give data to JBH. | EM |
- 7.10 LIAISON**
- 7.10.1 MATTERS ARISING FROM PREVIOUS MINUTES**
- | | | |
|-----------------|---|----------|
| Item 10.10.5 | Liaise with Ministry/Government. Tendering for professional services. TOR out for comment. EM will persue TOR engineers, quantity surveyors appointed by CTB. Architects submitted to CTB for approval. BIDP is unlikely to have an opportunity to comment; possible write to government. | EM |
| 7.10.2 New item | Add Botswana Society of Arts to directory list. | EM DY |
- 7.11 PROFESSIONAL CENTRE**
- 7.11.1 MATTERS ARISING FROM PREVIOUS MINUTES**
- | | | |
|---------------|---|-----|
| Item 5.11.3 | Letter BH>RPM: BH spoke to RPM: will follow up. No progress. Still to follow up again. | BH |
| Item 5.11.3.2 | Brief for estate agents: email was sent; please resend. Not sent yet. | BH |
| Item 5.11.3.3 | (GIEC offices queried by GV) IA couldn't get more data on GIEC premises. JBH will also follow this item. Owner JHB: will follow up. | JBH |
- 7.12 OTHER BUSINESS**
- Meeting closed at 7.43pm.
- 7.13 NEXT MEETING**
- 7.13.1 Will be held on Wednesday, 12th June, 2002 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West.
- ALL

Minutes approved:



President



Secretary

Hand

Cc: E Moje
R Sargent
I Azoulay
J Paul
L Kimani
G Vlug
B Hammond
B Hyde
M Bathuleng
P Shah

Hand
Hand
Hand
Post

BIDP CORRESPONDENCE RECEIVED

Council meeting #7 dated 15th May, 2002

| Date | Item | Brief | notes |
|------------|------------------|--|-------------------------------------|
| 04/04/2002 | Application form | Application for membership | From Mr Perera |
| 04/04/2002 | Email | BIDP | From Mr Vlug |
| 04/04/2002 | Email | Regarding email address for Mr Perera | From Mr Vlug |
| 04/04/2002 | Email | BIDP visit | From Mr Vlug |
| 04/04/2002 | Invoice | Regarding Membership fees | From Mr Macgarry |
| 04/04/2002 | Letter | Membership fees | From Mr Vlug |
| 04/04/2002 | Application form | Application form+Subscription fee | From Mr E T Mazhani |
| 05/04/2002 | Poster | Conference order form | From Sassda |
| 05/04/2002 | Cheque | Subscription fee | From H S Kintu |
| 08/04/2002 | Cheque | Subscription fee | From Mr Orlando |
| 08/04/2002 | Poster | Lobatse Tile | From Lobatse Tile Limited |
| 08/04/2002 | Cheque | Subscription fee | From Mr Pritchard |
| 10/04/2002 | Cheque | Subscription fee | From Mr Kishore |
| 12/04/2002 | Statement | Business cheque account | From FNB |
| 17/04/2002 | Cheque | Subscription fee | From Mr K P Narola |
| 17/04/2002 | Cheque | Subscription fee | From Mr Beeken |
| 18/04/2002 | Phone bill | Overpaid | From BTC |
| 19/04/2002 | Cheque | Subscription fee | From N Minja |
| 22/04/2002 | Poster | IRR | From IIR Training |
| 22/04/2002 | Office premises | Office relocation | Watkins gray Morris (Pty) Ltd |
| 24/04/2002 | Letter | Regarding Architectural design competition | Botswana Society for the Arts |
| 25/04/02 | Letter | CAA membership | Architects As sociation of Botswana |
| 25/04/02 | Letter | CAA Subscription 2002 | From CAA |
| 29/04/2002 | Invoice | Renewal of membership | CASLE |
| 29/04/2002 | Cheque | Subscription fee | From Mr Brackenborough |
| 29/04/2002 | Poster | School of planning & Housing transfer | Heriot Watt University |
| 14/05/2002 | Fax received | Regarding role of BIDP in the industry | Construction Review |



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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e-mail: bidp@mega.bw - website www.bidp.bw

(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 6

Held at: QS Botswana on 3rd April, 2002

Time: 5:30pm

6.1 Present: D Young Secretary
E Moje President
R Sargent Vice President
G Vlug Treasurer
J B Hammond
L Kimani

6.2 APOLOGIES: B Hyde
I Azoulay
J Paul
M Bathuleng

6.3 PREVIOUS COUNCIL MEETING

6.3.1 The minutes of the previous council meeting were agreed by those then present to be a true record.

ACT

6.4 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

Item 4.6.4 23rd AGM minutes typed by DYA: e-mailed to JP to confirm. Not yet. EM will also chase JP.

EM/JP

Item 10.10.2 Clarify 2 year/1 year members of council. Note to Shah deemed on Council. DY understand that

22nd AGM in 2000 Mr Shah was in year 1 of 2

22nd AGM in 2000 Mr Ranjan was in year 2 of 2

23rd AGM in 2001 Mr Shah was in year 2 of 2

23rd AGM in 2001 L Kimani was in year 1 of 2

Item 5.4.2 Agenda draft started for AGM.

Item 10.10.3 Importation of professions: package deals. Taxes Department. Also affects contractors. EM still looking for liaise person. Not yet.

EM

6.5 ACTIVITIES AND FUNCTIONS:

MATTERS ARISING FROM PREVIOUS MINUTES

Item 4.6.1 Lobatse Tile: date to be confirmed 5th April, 2002. DY reminder tomorrow. Get IA time and place for notice.

DY/IA

Item 4.6.2 BTV proposed date 19th April, 2002 Friday. Time and gathering to be given.

LK

Item 4.6.3 Proposed visits to: De Beers still proposed August 2002.

JP

Item 4.6.4 Ostrich Abattoir: DY to send letter: proposed for 4th May, 2002. JBH to chase.

DY/JBH

Item 4.6.5 Botswana National Gardens (still at tender: wait till operational)

EM

Item 4.6.6 Monies on GYC breakfast to be chased.

Item 4.6.7 Cheese factory visit still proposed June 2002.

GV

Item 4.6.8 Hydroponic tomatoes near Sanitas.

GV

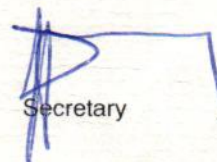
| | | |
|--------------|---|-----|
| Item 4.6.9 | Withholding tax on certificates at Government projects (or all) Volunteer needed to collect data from Taxes or IBQS: Withholding tax week of 13th March, 2002. IA talks: | IA |
| Item 6.5.1 | DY to send vote of thanks. | DY |
| Item 4.6.10 | VAT info seminar: Next to get practical on VAT. Target VAT seminar proposed week of 15 th May, 2002 | IA |
| Item 4.6.11 | Republic of Botswana Government building contract: current one may fall away. EM to contact CTB to see what is under consideration. EM in touch with (a person at Liebenberg and Stander who is investigating procurement. GK is dealing with people. | EM |
| Item 4.6.12 | LK submissions to Councils: duty to assist members ease way in approvals. Still proposed to organise a forum June/July 2002. | LK |
| 6.6 | TREASURER'S REPORT | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| 6.6.1 | P10,196.70 cash in hand at bank, treasurer advised. | |
| 6.6.2 | New matters: | |
| 6.6.2.1 | GV to get refund from Grand Palm Hotel. | |
| 6.7 | MEMBERSHIP | |
| 6.7.1 | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 4.6.3 | No committee: discuss applications for membership at council meetings. EM will look at: Secretary will send received applications to EM. | DY |
| Item 5.7.1 | Mehta Ragesh Umer Manherlal certificate signing. | EM |
| Item 4.7.1.1 | W Kasolo: no response: JP has a cell # if needed. | GV |
| Item 4.8.8.2 | IA complaint re his ordinary member application being rejected: 4 years diploma etc Response from Botswana Real Estate Institute (BREI) check IA certificate form and progress RICS. | |
| Item 5.7.2 | GV will bring 4 years overdue list: was sent. | |
| Item 5.7.2.1 | Wareus: invoice sent. RS to follow up. | RS |
| Item 5.7.2.2 | Reminders to go out when membership not paid subscriptions: | GV |
| Item 5.7.2.3 | Modibetsane: send warning letter, GV to supply DY copy of last reminder. | GV |
| Item 5.7.2.4 | 8 members: warnings sent out back to 99, 18 for 2000, 29 for 2001. All have been sent invoices. | |
| Item 5.7.3 | Request for return of certificates if not renewing. | GV |
| Item 5.7.4 | Contact person after sending letters. | GV |
| Item 5.7.5 | N Viking: Swedish Embassy: DY to chase. | DY |
| 6.7.2 | New matters: | |
| 6.7.2.1 | Ask for certificate copy and money for 2 new membership applications (did money go to sales petty cash?) | DY |
| 6.8 | CORRESPONDENCE | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| 6.8.1 | 6.8.1.1 Attach list of correspondence received. | DY |
| | 6.8.1.2 Letter to CAA typed but not sent. | DY |
| | 6.8.1.3 Ordre National des Architects du Senegal address invalid, + copy GV | |
| | 6.8.1.4 Letter to BTC. | DY |
| | 6.8.1.5 Send out programme & information UIA. | DY |
| 6.9 | PUBLICATIONS/NEWS LETTER | |
| 6.9.1 | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 4.8.1 | Sell pages with firm's data: GV wants to implement sale of pages for next directory. DY not involved. | |
| | Check ratification when prices are in print, also advise sales office. | |
| Item 5.5.2 | Contract forms, reprinting in hand for masters. Chase for 20-30 contract copies. Mega still a problem: DY & to resolve. Not dealt with. BH email did receive. | DY |
| Item 5.12.1 | Certificates: some people are using scanned – in certificates. Did try envisaging computer forms. Licences to listed members, firms related to directory listing. Still | ALL |
| Item 5.12.2 | Bill of quantity contract copies, license to use for that purpose. | ALL |
| Item 4.8.8.2 | Bill of quantity off paper raised by BH. Waste of paper. (Advertiser charges P770 half photo black and white). Advertise in newsletter for interest: commission payments proposed by GV. LK will speak to magazine person. GV will draft advert. | |
| Item 5.8.2 | IA did give RICS document for reference. | |
| Item 5.8.3 | BH noted shouldn't mix professional and commercial advertisements. | |
| Item 5.8.4 | Directory still in process. Try for 10 days ready for print. | |
| Item 5.8.5 | Directory: proceed: press on with adding of firms: | DY |
| Item 5.9.2 | Project photos: GV still to chase. | |
| Item 5.9.3 | Council member photos ok with DY. | |
| Item 5.9.4 | Colour printing quotes in for directory. | |

- Item 5.9.5 LK newsletter sent out.
- Item 5.9.6 JBH on directory circulation update list: is doing. No progress. Give proposed revised list to secretary to circulate before next meeting. JBH
- Item 5.9.7 Discuss further at next meeting. Give proposed revised list to secretary to circulate before next meeting. JBH
- Item 5.9.8 BH newsletter: 'in hand' GV will do next. BH
- Done monthly: EM February, EM March, RS April.
- 6.9.2 New matters:
- 6.9.2.1 Contract comments from GV: DY to comment DY
- 6.9.2.2 Respond to GV email re Otsweleng etc. Krishnasamy . DY
- 6.9.2.3 EM 'value management': do we have any interest in a seminar. EM to give GV some background. ALL
- 6.10 LIAISON**
- 6.10.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- Item 10.10.5 Liaise with Ministry/Government. Tendering for professional services. TOR out for comment. EM will pursue TOR returned, no feedback from CTB. EM
- Item 5.10.1.1 Write to BS for the Arts drawing attention to our existence: # architects: since 1978 etc. Letter drafted not sent. DY
- 6.11 PROFESSIONAL CENTRE**
- 6.11.1 **MATTERS ARISING FROM PREVIOUS MINUTES**
- Item 5.11.3 Letter BH>RPM: BH spoke to RPM: will follow up. No progress. BH
- Item 5.11.3.1 GV mentioned Institute of Auditors; spoke to person re their possible development at showgrounds.
- Item 5.11.3.2 Brief for estate agents: email was sent; please resend. BH
- Item 5.11.3.3 (GIEC offices queried by GV) IA couldn't get more data on GIEC premises. JBH will also follow this item
- Item 5.11.3.4 IA mentioned Commerce Park: small units approx. 80m² or multiples. Can bring plans for BH. ALL
- 6.12 OTHER BUSINESS**
- Meeting closed at 7:43pm.
- 6.13 NEXT MEETING**
- 6.13.1 Will be held on Wednesday, 15th May, 2002 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West. ALL

Minutes approved:



President

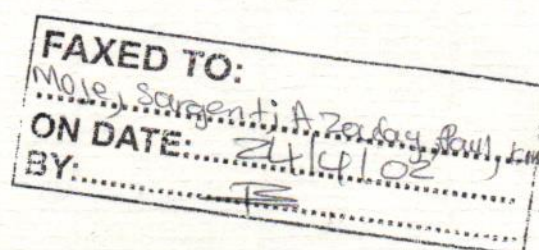


Secretary

Hand

Cc: E Moje
R Sargent
I Azoulay
J Paul
L Kimani
G Vlug
B Hammond
B Hyde
M Bathuleng
P Shah

Hand
Hand
Hand
Post



BIDP CORRESPONDENCE RECEIVED

Council meeting #6 dated 3rd April, 2002

| Date | Item | Brief | notes |
|------------|----------------------|--------------------------------|-------------------------------|
| 01/03/2002 | Poster | IIR | From IIR Training |
| 01/03/2002 | Email GVlug | BIDP meeting | From Mr G Vlug |
| 01/03/2002 | Postcard | Regarding Housing Construction | From Coral Gable, Florida USA |
| 01/03/2002 | Email Gvlug | BIDP | From Mr G Vlug |
| 04/03/2002 | Booklet | CSM 1, 2002 | From |
| 04/03/2002 | Booklet | Constitutes | From REIB |
| 06/03/2002 | Letter | Regarding network management | From IIR South Africa |
| 10/03/2002 | Letter | Invitation | From Azoulay |
| 11/03/2002 | Bill | Disbursement | From DYA |
| 16/03/2002 | Email G Vlug | FW Contract | From Mr G Vlug |
| 18/03/2002 | Statement | Business cheque account | From FNB |
| 23/03/2002 | Poster | UIA | From UIA |
| 23/03/2002 | Atlas | UIA | From UIA |
| 24/03/2002 | Email G Vlug | BIDP | From Mr G Vlug |
| 24/03/2002 | Email G Vlug | Krishnasamy | From Mr G Vlug |
| 25/03/2002 | Construction | Form of Contractors | From Institution of Surveyors |
| 28/03/2002 | Personal Profile | Keboife B. Bale | From Keboife |
| 28/03/2002 | Personal Profile | Nomsa Moyo | From Nomsa |
| 28/03/2002 | Phone bill | Overpaid | From BTC |
| 28/03/2002 | Letter | Annual Shutdowns Symposium | From IIR South Africa |
| 28/03/2002 | Ordinary member form | Nomsa N Moyo | From Nomsa |
| 28/03/2002 | Ordinary member form | Keboile B. Bale | From Keboile |
| 28/03/2002 | Certificate | M R Manharlal | |
| 28/03/2002 | Envelope | Return envelope | From ONAS |

MESSAGE CONFIRMATION REPORT

REMOTE ID. : 267 324902
PAGES : 05
MODE : 9600/FINE
RESULTS : OK

Kimani

MESSAGE CONFIRMATION REPORT

REMOTE ID. : 09267322869
PAGES : 05
MODE : 9600/FINE
RESULTS : OK

Paul

MESSAGE CONFIRMATION REPORT

REMOTE ID. : 267 323462
PAGES : 05
MODE : 9600/FINE
RESULTS : OK

Hyde

MESSAGE CONFIRMATION REPORT

REMOTE ID. : 373203
PAGES : 04
MODE : 9600/FINE
RESULTS : OK

Shah

MESSAGE CONFIRMATION REPORT

REMOTE ID. : 267 309426
PAGES : 04
MODE : 9600/FINE
RESULTS : OK

Hammond



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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e-mail: bidp@mega.bw - website www.bidp.bw

(A0kp)04
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 5

Held at: QS Botswana on 28th February, 2002

Time: 5:30pm

5.1 **Present:** D Young Secretary
E Moje President
R Sargent Vice President
G Vlug Treasurer
J'B Hammond
B Hyde
I Azoulay
J Paul
L Kimani

ACT

5.3 PREVIOUS COUNCIL MEETING

5.3.1 The minutes of the previous council meeting were agreed by those then present to be a true record, except that L Kimani and B Hyde were present that meeting.

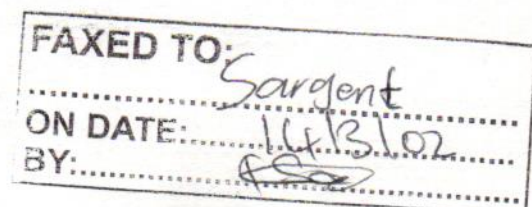
5.4 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

- Item 4.6.4 23rd AGM minutes typed by DYA: e-mailed to JP to confirm. JP
Item 10.10.2 Clarify 2 year/1 year members of council. Re-find notes and circulate with minutes. DY
Item 10.10.3 Importation of professions: package deals. Taxes Department. Also affects contractors. EM still looking for liaise person. EM

5.5 ACTIVITIES AND FUNCTIONS:

MATTERS ARISING FROM PREVIOUS MINUTES

- Item 4.6.1 Lobatse Firm: revised date 5th April, 2002. Advert to identify secretary and contact person, and then send out adverts. IA
DY try to get JP to nominate contact person. DY unable to contact.
Item 6.6.2 BTV proposed date 19th April, 2002 Friday: LK in hand. Still on. LK
Proposed visits to: De Beers still proposed August 2002. JP
JBH
BH will do Ostrich Abattoir: DY to send letter: proposed for 3rd May, 2002
Botswana National Gardens (still at tender: wait till operational) EM
GYC Yacht Club breakfast ready. DY x8-10, BH x1, JBH x1, EM x4, RSI x1, LK x1:
Advise JBH tomorrow late to confirm #s. DY
Cheese factory visit still proposed June 2002. GV
Hydroponic tomatoes near Sanitas. GV
IA is organising 2 talks
Withholding tax on certificates at Government projects (or all) Volunteer needed to collect data from Taxes or IBQS: Withholding tax week of 13th March, 2002. KPMG
MAN. says ok. Lunch 12:30hrs 15-20, President Hostel
VAT info seminar: Target VAT seminar proposed week of 15th May, 2002 IA
IA



| | | |
|--------------|---|---|
| Item 10.10.4 | Republic of Botswana Government building contract: current one may fall away. EM to contact CTB to see what is under consideration. EM in touch with (a person at Liebenberg and Stander who is investigating procurement. Not done yet. GK request: Council agrees it is ok to issue copies for reference to GK. LK submissions to Councils: duty to assist members ease way in approvals. Still proposed to organise a forum June/July 2002. | EM DY |
| 5.6 | TREASURER'S REPORT | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| 5.6.1 | P11500 approximately cash in hand at bank. | |
| 5.6.2 | Paid Golf Club. | |
| 5.7 | MEMBERSHIP | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 4.6.3 | No committee: discuss applications for membership at council meetings. EM will look at: Secretary will send received applications to EM. Mehta Ragesh Umer Manherlal: GV to print certificate. | GV |
| Item 4.7.1.1 | W Kasolo bounced cheque: DY sent letter: JP has a cell # if needed. | |
| Item 8.8.2 | IA complaint re his ordinary member application being rejected: 4 years diploma etc Council will review: Finish the process: Council members on full member listing. Guidelines. Ask for criteria ie qualifications, experiences required. DY sent sent letter to Botswana Real Estate Institute (BREI) O Ngwakwena is chair, DY to push. GV will bring 4 years overdue list: was sent. RS say Warrens want to pay subscriptions. GV want address. DY requests invoice be sent out. Deadlines to be sent out for those over 2 years Reminders to go out when membership not paid subscriptions: 5-years: letter giving notice now. 4-years: letter following within two months 3-years: follow after a month. Request for return of certificates if not renewing. Contact person after sending letters. Did try to get N Viking current address at Swedeplan. No answer yet. GV proposed raise subscriptions: P120 year, pro rata for others: raise document prices 15% increase. These will need to be ratified at next AGM. | DY RS/GV GV GV GV DY DY |
| 5.8 | CORRESPONDENCE | RS |
| Item 4.8.1 | NUST letter to RS: RS stated has dealt with this. Sell pages with firm's data: GV suggested getting help on commissioning costing subject to type of production. (Advertiser charges P770 half photo black and white) IA will bring RICS document for reference. BH noted shouldn't mix professional and commercial advertisements. Directory in process. | GV IA DY |
| 5.9 | PUBLICATIONS/NEWS LETTER | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| 5.9.1.1 | Check January newsletter went by post. | DY |
| Item 5.5.2 | Contract forms, reprinting in hand for masters. Mega still a problem: DY & to resolve. Not dealt with. Tried to email BH: DY to sort out:bernardhyde@hotmail.com: try without full stop after 'Bernard'. | DY DY DY |
| Item 10.10.5 | Directory: proceed: press on with adding of firms: Project photos: Not requested yet. Council member photos taken. Colour printing quotes in for directory. LK newsletter sent out. BH on directory circulation update list: is doing. In progress. Print more copies for longer list of contractors/subcontractors. Still to discuss further at next meeting. Give proposed revised list to secretary to circulate before next meeting. Discuss further at next meeting. Give proposed revised list to secretary to circulate before next meeting. BH scheduled to do next newsletter. | DY DY GV GV JBH JBH BH |
| 5.10 | LIAISON | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 10.10.5 | Liaise with Ministry/Government. Tendering for professional services. TOR out for comment. EM proceeding with it. TOR returned, no feedback from CTB. | EM |
| 5.10.1 | New matters | |

5.10.1.1 Write to BS for the Arts drawing attention to our existence: # architects: since 1978 etc.

DY

4.11 PROFESSIONAL CENTRE

MATTERS ARISING FROM PREVIOUS MINUTES

Item 10.10.3 Letter BH>RPM: BH spoke to RPM: will follow up.

BH

GV mentioned Institute Auditors; spoke to person re their possible development at showgrounds.

Brief for estate agents: email was sent; please resend.

BH

(GIEC offices queried by GV) IA couldn't get more data on GIEC premises

IA mentioned Commerce Park: small units approx. 80m² or multiples. Can bring plans for BH

5.12 OTHER BUSINESS

5.12.1 Certificates: some people are using scanned – in certificates. Did try envisaging computer forms. Licences to listed members, firms related to directory listing.

ALL

5.12.2 Bill of quantity contract copies, license to use for that purpose.

ALL

Bill of quantity off paper raised by BH. Waste of paper.

Meeting closed at 7:43pm.

5.13 NEXT MEETING

5.13.1 Will be held on Wednesday, 3rd April, 2002 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West.

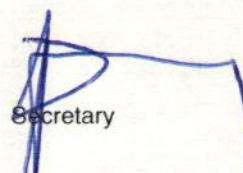
ALL

Minutes approved:

President



Secretary



Cc:

E Moje
R Sargent
I Azoulay
J Paul
L Kimani
G Vlug
B Hammond
B Hyde
M Bathuleng

Hand

Hand
Hand
Hand
Post

MESSAGE CONFIRMATION REPORT

REMOTE ID. : 564188
PAGES : 03
MODE : 9600/FINE
RESULTS : OK

Mose

MESSAGE CONFIRMATION REPORT

REMOTE ID. : +267 337249
PAGES : 03
MODE : 9600/FINE
RESULTS : OK

Vlug

MESSAGE CONFIRMATION REPORT

REMOTE ID. : 267 308426
PAGES : 03
MODE : 9600/FINE
RESULTS : OK

Hammond



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

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(A0kp)02
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 4

Held at: David Young, Architect on 23rd January, 2002

Time: 5:30pm

4.1 **Present:** D Young Secretary
R Sargent Vice President
G Vlug Treasurer
B Hammond

4.2 **Apologies:** E Moje President
J Paul

ACT

4.3 PREVIOUS COUNCIL MEETING

4.3.1 The minutes of the previous council meeting were agreed by those then present to be a true record, Except that L Kimani was present at the last meeting.

4.4 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

- Item 4.6.4 23rd AGM: Minutes to be prepared. DY can do: not yet DY
Note's on door of former office to redirect callers.
Item 10.10.2 Clarify 2 year/1 year members of council. Re-find notes and circulate with minutes. DY
Item 10.10.5 Importation of professions: package deals. Taxes Department. Also affects contractors. EM
EM still looking for liaise person will follow up last item by next meeting.

4.5 ACTIVITIES AND FUNCTIONS:

MATTERS ARISING FROM PREVIOUS MINUTES

- Item 4.6.1 Verbally Lobatse Tile: need to designate organiser, will formalise closer to the time.
possible Friday, 22nd February, 2002. Advert to identify secretary and contact person,
and then send out adverts.
3 notices needed per event. (GV opinion) -- contact JP to ask for a revised the re-date. GV/JP
DY try to get JP to nominate contact person.
Other destination: JP still. DY
BTV proposed for 19th April, 2002 Friday. LK in hand. LK
Item 6.6.2 Proposed visits to: De Beers sorting August 2002. JP
BH will do Ostrich Abattoir & Sanitas, to assist JP. JP/BH
Botswana National Gardens (new item) EM
GYC Yacht Club breakfast proposed for 3rd March, 2002. BH champagne brunch 11am: JBH
arrive 1030am. GV
Cheese factory visit still proposed April 2002. IA
Hydroponic tomatoes near Sanitas. IA is organising 2 talks: IA
Withholding tax on certificates at Government projects (or all) Volunteer needed to
collect data from Taxes or IBQS: Withholding tax week of 13th March, 2002. IA
VAT info seminar: Target VAT seminar week of 15th May, 2002. IA
Item 6.6.4 To other organisation (no response record).

FAXED TO: Mr. Moje, Vlug, Hammond & Sargent
ON DATE: 22/2/02 Hyde
BY: T Schooli

| | | |
|--------------|---|---|
| Item 10.10.4 | Republic of Botswana Government building contract: current one may fall away. EM to contact CTB to see what is under consideration. EM in touch with (a person at Liebenberg and Stander who is investigating procurement. | EM |
| Item 10.10.5 | DY sent out paper copies of minutes. LK submissions to Councils: duty to assist members ease way in approvals. Proposed to organise a forum June/July 2002. | LK |
| 4.6 | TREASURER'S REPORT | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| | P9673.08 cash in hand, treasurer advised. New: Still to pay Golf Club. DY has received BHC cheque | GV |
| 4.7 | MEMBERSHIP | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| 4.7.1.1 | W Kasao bounced cheque: Letter ready, cheque received back. | DY |
| Item 4.6.3 | No committee: discuss applications for membership at council meetings. EM will look at: Secretary will send received applications to EM. Mehta Ragesh Umer Manherlal: application approved. GV will print certificate. | GV |
| Item 8.8.2 | IA complaint re his ordinary member application being rejected: 4 years diploma etc Council will review: Finish the process: Council members on full member listing. Guidelines. Ask for criteria ie qualifications, experiences required. | DY DY |
| Item 8.8.6 | Integrate old applications into files. Gearing up. DY done. | RS |
| 4.8 | CORRESPONDENCE | |
| 4.8.1 | RS will deal with NUST letter LH paintings available for newsletter List copy with the minutes. What list. Send out UIA posters Quotes for directory received. GV suggestion to sell pages with firms data. Kingsley quote ok. Letter from Finance Department and development planning re tender board nominates. GV might be interested. E-mail members informing them: pass on if appropriate. Dead line to secretary 12h00 Friday: Council can meet if we want to nominate a member. | ALL DY DY DY |
| 4.9 | PUBLICATIONS/NEWS LETTER | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| 4.9.1.1 | LK for January: contributions needed. | ALL |
| Item 5.5.2 | DY is available to update publications and produce directory. DY noted that UIA/UNESCO workshop data is available. Change dates on forms, reprint masters. Next day or so if possible: Not yet done Mega still a problem: DY & to resolve. BH did not receive newsletter. DY to sort out: Bernard hyde@hotmail.com | ALL DY DY/GV DY |
| Item 10.10.5 | Directory: proceed: press on with adding of firms: Links to firms: check agreed figure (P50/year) Project photos: still to be late. Council member photos taken. Colour printing quotes in for directory. Kenyan newsletters: send out. LK has newsletter data on disk. BH on directory circulation update list: is doing. Discuss further at next meeting. Give proposed revised list to secretary to circulate before next meeting. | DY DY GV JBH JBH |
| 4.10 | LIAISON | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 10.10.5 | Liaise with Ministry/Government. Tendering for professional services. TOR out for comment. Return 19oc01. EM is still persuing with DABS etc. | EM |
| 4.11 | PROFESSIONAL CENTRE | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 10.10.3 | Letter BH>RPM: BH still to deal with RPM now. Land may be now incorporated into GCC BH stated: getting a lease may not be straight forward. | BH |

Brief for estate agents: email brief to DY.
(GIEC offices queried by GV)

BH

IA stated that cheapest is old or warehouse, each to be upgraded to suit: 200m²,
reasonably central. P4500 target: rent at P15/m², rent out P30/m².

Loan parameters: IA reports we are eligible as individual organisation: would need
bank balances etc. 10% deposit. Possible professional fees. Approximately one month
for approval. Presently can afford P250k property.

Review for next council meeting.

ALL

GV will bring 4 years list: was sent.

GV

RS will check with J Warrens re subscriptions.

Deadlines to be sent out for those over 2 years

RS/GV

Reminders to go out when membership not paid subscriptions:

GV

5-years: letter giving notice now.

4-years: letter following within two months

3-years: follow after a month.

Request for return of certificates of not renewing.

GV

Contact person after sending letters.

GV

Try to get N Viking current address at Swedeplan

DY

GV proposed raise subscriptions: P120 year, pro rata for others: raise document prices
15% increase. These will need to be ratified at next AGM.

DY

4.12 OTHER BUSINESS

4.12.1 IA membership discussion (IA re cused)

4.12.2 Technician level entrants.

15 years, 5 years in Botswana: for experience required for ordinary member. Discussion next
council meeting.

ALL

4.12.3 What is status of institute of valuers. Letter from Secretary re acceptance requirements. Then ask
for a copy of certificate.

DY

Meeting closed at 7:51pm.

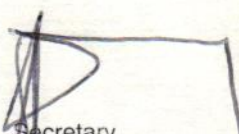
4.13 NEXT MEETING

4.13.1 Will be held on Wednesday, 28rd February, 2002 at 5:45pm at QS Botswana, plot 20739, Pharathe
Crescent, Gaborone West.

ALL

Minutes approved:

President



Secretary

Hand

Cc:

E Moje
R Sargent
I Azoulay
J Paul
L Kimani
G Vlug
B Hammond
B Hyde
M Bathuleng

Hand

Hand

Hand

Post



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. Box 827 - Gaborone - Tel/fax 582 067
e-mail: bidp@mega.bw - website www.bidp.bw

(A0kp)02
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 3

Held at: QS Botswana on 28th November, 2001

Time: 5:30pm

3.1 **Present:** E Moje President
D Young Secretary
R Sargent Vice President
G Vlug Treasurer
B Hyde
J Paul
I Azoulay

3.2 **Apologies:** M Bathuleng

3.3 PREVIOUS COUNCIL MEETING

3.3.1 The minutes of the previous council meeting were agreed by those then present to be a true record.

3.4 MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL

| | | |
|--------------|---|----------|
| Item 4.6.4 | 23 rd AGM: Minutes to be prepared. DY to try to type from JP notes. | DY |
| Item 4.6.6 | Change in BIDP office physical address- plot 55, Unit 8, Serwalo building, Gaborone International Commerce Park, Kgale View. JP done newsletter. BH will do tomorrow. Notes on door of former office to redirect callers. | BH DY |
| Item 10.10.2 | Clarify 2 year/1 year members of council. Note circulate with minutes. | |
| Item 10.10.5 | Importation of professions: package deals. Taxes Department. Also affects contractors. EM still looking for raise person. Email will follow up last item by next meeting. | EM |

3.5 ACTIVITIES AND FUNCTIONS:

MATTERS ARISING FROM PREVIOUS MINUTES

| | | |
|------------|---|-----------------------------------|
| Item 4.6.1 | Leave Lazar Kaplan visit Verbally Lobatse Tile is organised; will formalise closer to the time, possible Friday, 8 th February, 2002. Jwaneng Mine: JP: need full day during week: try for other destination. | JP LK |
| Item 5.6.2 | BTV proposed for 19 th April, 2002 Friday. Proposed visits to: De Beers sorting August 2002. Ostrich Abattoir & Sanitas Botswana National Gardens (new item) GYC Yacht Club champagne breakfast proposed for 26 th January, 2002. Cheese factory visit proposed April 2002 Hydroponic tomatoes near Sanitas. IA pursuing: Withholding tax on certificates at Government projects (or all) Volunteer needed to collect data from Taxes or IBQS: Withholding tax week of 13th March, 2002. | JP JP EM JBH GV GV |
| Item 6.6.4 | VAT info seminar: Target VAT seminar week of 15 th May, 2002 Christmas function: booked 7th December, 2001 at 5:30pm-8:00pm. RS will investigate availability/cost – and give details for newsletter. | IA RS |

- Golf Club rent P300/room and cash bar and P6/head cater agreed for 7th December, 2001. Needs numbers: say 20. Charge P20.00: possible invite heads Quantity Surveyor/Architect/engineer. (GV apologies)
- DY to send letter of invitation . DY
- Item 10.10.4 Republic of Botswana Government building contract: current one may fall away. EM to contact CTB to see what is under consideration. EM in touch with (a person at Libenberg and stander who is investigating procurement. EM
- Item 10.10.5 DY sent paper copies of minutes.
LK submissions to Councils: duty to assist members ease way in approvals. Organise a forum June/July 2002. LK
- 3.6 TREASURER'S REPORT**
MATTERS ARISING FROM PREVIOUS MINUTES
P6887-64 cash in hand, treasurer advised.
Bill from BHC being pursued GV
- 3.7 MEMBERSHIP**
MATTERS ARISING FROM PREVIOUS MINUTES
- 3.7.1.1 Cheque for A Askovic P84 received: W Kasao bounced cheque: GV to advise if DY is to write a letter. GV
- Item 4.6.2 J Wall certificate for Honorary membership signed. Minutes to come from J Paul: Letter written to JW:
- Item 4.6.3 No committee: discuss applications for membership at council meetings. EM will look at: Secretary will send received applications to EM.
New member application: P100 received by GV;
Mehta Rageshk Umer Manherlal: needs to be seconded. GV wants copy. DY to vet. DY
- Item 8.8.2 IA complaint re his ordinary member application being rejected: 4 years diploma etc Council will review: EM: dig out previous notes on B Foote. EM will look into this. End of this meeting. EM
DY
DY
- Item 8.8.6 Integrate old applications into files. Gearing up. Not yet.
- 3.8 CORRESPONDENCE**
- 3.8.1 CAA items: copies circulated.
NUST letter to RS. DY
Went through correspondence received list.
- 3.9 PUBLICATIONS/NEWS LETTER**
MATTERS ARISING FROM PREVIOUS MINUTES
- 3.9.1.1 LK for January: contributions needed.
- Item 5.5.2 DY is available to update publications and produce directory. DY noted that UIA/UNESCO workshop data is available.
Change dates on forms, reprint masters. Next day or so if possible DY
Certificate note going out with current newsletter.
Megal still a problem: DY & GV to meet to resolve. DY/GV
BH did not receive newsletter. DY
- Item 10.10.5 Directory: proceed: press on within add firms: links to firms: check agreed figure (P50/year)
Note re web links to go out too + project photos.
2-3 weeks: DY
Council member photos. GV
GV will investigate colour for directory. GV
- 3.10 LIAISON**
MATTERS ARISING FROM PREVIOUS MINUTES
Item Liaise with Ministry/Government. Tendering for professional services. TOR out for
10.10.5 comment. Return 19cc01. EM is pursuing with DABS etc. EM
- 3.11 PROFESSIONAL CENTRE**
MATTERS ARISING FROM PREVIOUS MINUTES
Item Letter BH>RPM: BH will follow up with RPM now BH
10.10.3
Land may be now incorporated into GCC BH stated; getting a lease may not be straight forward.
Brief for estate agents: attach draft text.
(GIEC offices queried by GV)

IA stated that cheapest is old or warehouse, each to be upgraded to suit: 200m², reasonably central. P4500 target: rent at P15/m², rent out P30/m².
Loan parameters: IA reports we are eligible as individual organisation: would need bank balances etc. 10% deposit. Possible professional fees. Approximately one month for approval.
Review for next council meeting.
Consider for next council meeting.
GV will bring 4 years list.

IA

ALL
ALL
GV

3.12 OTHER BUSINESS

3.12.1 IA membership discussion (IA recused)

3.12.2 Technician level entrants.

15 years, 5 years in Botswana: for experience required for ordinary member. Discussion next council meeting.

ALL

3.12.3 What is status of institute of valuers. Letter from Secretary re acceptance requirements. Then ask a copy of certificate.

DY

Meeting closed at 7:51pm.

13 NEXT MEETING

13.1 Will be held on Wednesday, 23rd January, 2002 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West.

ALL

Minutes approved:



President



Secretary

Cc:

E Moje
R Sargent
I Azoulay
J Paul
L Kimani
G Vlug
B Hammond
B Hyde
M Bathuleng

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(A0kp)02
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 3

Held at: QS Botswana on 28th November, 2001

Time: 5:30pm

3.1 **Present:** E Moje President
 D Young Secretary
 R Sargent Vice President
 G Vlug Treasurer
 B Hyde
 J Paul
 I Azoulay

3.2 **Apologies:** M Bathuleng

3.3 **PREVIOUS COUNCIL MEETING**

3.3.1 The minutes of the previous council meeting were agreed by those then present to be a true record.

3.4 **MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL**

Item 4.6.4 23rd AGM: Minutes to be prepared. DY to try to type from JP notes. DY
Item 4.6.6 Change in BIDP office physical address- plot 55, Unit 8 ,Serwalo building, Gaborone
International Commerce Park, Kgale View . JP done newsletter. BH will do tomorrow. BH
Notes on door of former office to redirect callers. DY
Item 10.10.2 Clarify 2 year/1 year members of council. Note circulate with minutes.
Item 10.10.5 Importation of professions: package deals. Taxes Department. Also affects contractors.
EM still looking for liaise person. Email will follow up last item by next meeting. EM

3.5 **ACTIVITIES AND FUNCTIONS:**

MATTERS ARISING FROM PREVIOUS MINUTES

Item 4.6.1 Leave Lazar Kaplan visit
Verbally Lobatse Tile is organised; will formalise closer to the time. possible Friday, 8th
February, 2002.
Jwaneng Mine: JP: need full day during week: try for other destination. JP
BTV proposed for 19th April, 2002 Friday. LK
Item 6.6.2 Proposed visits to: De Beers sorting August 2002. JP
Ostrich Abattoir & Sanitas JP
Botswana National Gardens (new item) EM
GYC Yacht Club champagne breakfast proposed for 20th January, 2002. JBH
Cheese factory visit proposed April 2002. GV
Hydropanic tomatoes near Sanitas. GV
IA persuing: Withholding tax on certificates at Government projects (or all) Volunteer
needed to collect data from Taxes or IBQS: Withholding tax week of 13th March, 2002. IA
VAT info seminar: Target VAT seminar week of 15th May, 2002
Item 6.6.4 Christmas function: booked 7th December, 2001 at 5:30pm-8:00pm.
RS will investigate availability/cost – and give details for newsletter. RS

Golf Club rent P300/room and cash bar and P6/head cater agreed for 7th December,
2001. Needs numbers: say 20. Charge P20.00: possible invite heads Quantity
Surveyor/Architect/engineer. (GV apologies)
DY to send letter of invitation .

DY

| | | |
|--------------|--|-------------------|
| Item 10.10.4 | Republic of Botswana Government building contract: current one may fall away. EM to contact CTB to see what is under consideration. EM in touch with (a person at Libenberg and stander who is investigating procurement. | EM |
| Item 10.10.5 | DY sent paper copies of minutes. LK submissions to Councils: duty to assist members ease way in approvals. Organise a forum June/July 2002. | LK |
| 3.6 | TREASURER'S REPORT | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| | P6887-64 cash in hand, treasurer advised. Bill from BHC being pursued | GV |
| 3.7 | MEMBERSHIP | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| 3.7.1.1 | Cheque for A Askovic P84 received: W Kasao bounced cheque: GV to advise if DY is to write a letter. | GV |
| Item 4.6.2 | J Wall certificate for Honorary membership signed. Minutes to come from J Paul: Letter written to JW: | |
| Item 4.6.3 | No committee: discuss applications for membership at council meetings. EM will look at: Secretary will send received applications to EM. New member application: P100 received by GV; Mehta Rageshk Umer Manherlal: needs to be seconded. GV wants copy. DY to vet. Circulate pertinent items to Council. | DY |
| Item 8.8.2 | IA complaint re his ordinary member application being rejected: 4 years diploma etc Council will review: EM: dig out previous notes on B Foote. EM will look into this. End of this meeting. | EM DY |
| Item 8.8.6 | Integrate old applications into files. Gearing up. Not yet. | DY |
| 3.8 | CORRESPONDENCE | |
| 3.8.1 | CAA items: copies circulated. NUST letter to RS. Went through correspondence received list. | DY |
| 3.9 | PUBLICATIONS/NEWS LETTER | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| 3.9.1.1 | LK for January: contributions needed. | |
| Item 5.5.2 | DY is available to update publications and produce directory. DY noted that UIA/UNESCO workshop data is available. Change dates on forms, reprint masters. Next day or so if possible Certificate note going out with current newsletter. Megal still a problem: DY & GV to meet to resolve. BH did not receive newsletter. | DY DY/GV DY |
| Item 10.10.5 | Directory: proceed: press on within add firms: links to firms: check agreed figure (P50/year) Note re web links to go out too + project photos. 2-3 weeks: Council member photos. GV will investigate colour for directory. | DY GV GV |
| 3.10 | LIAISON | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 10.10.5 | Liaise with Ministry/Government. Tendering for professional services. TOR out for comment. Return 19oc01. EM is pursuing with DABS etc. | EM |
| 3.11 | PROFESSIONAL CENTRE | |
| | <i>MATTERS ARISING FROM PREVIOUS MINUTES</i> | |
| Item 10.10.3 | Letter BH>RPM: BH will follow up with RPM now Land may be now incorporated into GCC BH stated; getting a lease may not be straight forward. Brief for estate agents: attach draft text. (GIEC offices queried by GV) | BH |
| | IA stated that cheapest is old or warehouse, each to be upgraded to suit: 200m ² , reasonably central. P4500 target: rent at P15/m ² , rent out P30/m ² . | |

Loan parameters: IA reports we are eligible as individual organisation: would need bank balances etc. 10% deposit. Possible professional fees. Approximately one month for approval.

IA

Review for next council meeting.

ALL

Consider for next council meeting.

ALL

GV will bring 4 years list.

GV

3.12

OTHER BUSINESS

3.12.1

IA membership discussion (IA recused)

3.12.2

Technician level entrants.

15 years, 5 years in Botswana: for experience required for ordinary member. Discussion next council meeting.

ALL

3.12.3

What is status of institute of valuers. Letter from Secretary re acceptance requirements. Then ask a copy of certificate.

DY

Meeting closed at 7:51pm.

13

NEXT MEETING

13.1

Will be held on Wednesday, 23rd January, 2002 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West.

ALL

Minutes approved:

President

Secretary

Cc:

E Moje

Hand

R Sargent

I Azoulay

J Paul

L Kimani

G Vlug

Hand

B Hammond

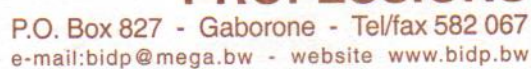
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B Hyde

Hand

M Bathuleng

Post



- Item 10.10.4 Republic of Botswana Government building contract: current one may fall away. EM to contact CTB to see what is under consideration. Next week. EM
- Item 10.10.5 DY sent paper copies of minutes.
LK submissions to Councils: duty to assist members ease way in approvals. Organise a forum June/July 2002. LK
- 6 TREASURER'S REPORT**
MATTERS ARISING FROM PREVIOUS MINUTES
Item 7.7.1 P5240-02 cash book balance at present.
Item 9.9.1 Mega bill paid, GV stated.
- 7 MEMBERSHIP**
MATTERS ARISING FROM PREVIOUS MINUTES
7.1.1 Cheque for A Askovic P84 received: W Kasao bounced cheque: GV to advise if DY is to write a letter. GV
Item 4.6.2 J Wall certificate for Honorary membership signed. Minutes to come from J Paul: EM will pursue letter to JW: proposed at AGM, certificate enclosed, in appreciation of JW hard work to B Hyde by midday Thursday. DY
Item 4.6.3 No committee: discuss applications for membership at council meetings. EM will look at: Secretary will send received applications to EM.
Item 8.8.2 IA complaint re his ordinary member application being rejected: 4 years diploma etc Council will review: EM: dig out previous notes on B Foote. EM will look into this. EM
Item 8.8.6 Integrate old applications into files. Gearing up. DY
Item 8.8.7 Use #s for members as in file. Incorporate list. Desirable to make copies of certificates for files. None pending.
- 8 CORRESPONDENCE**
8.1 Print copies of CAA items for Council ie regarding CAA circular on practice policy, to LK. DY
- 9 PUBLICATIONS/NEWS LETTER**
MATTERS ARISING FROM PREVIOUS MINUTES
9.1.1 GV noted newsletter by JP is next: need to chase. EM
Item 5.5.1 Done monthly: BH
JP to do November newsletter; LK January; GV February, EM March, RS April JP/EM
Next JP: EM appreciated.
Item 5.5.2 DY is available to update publications and produce directory. DY noted that UIA/UNESCO workshop data is available.
Change dates on forms, reprint masters DY
Directory list in 2 weeks DY
Email problems: GV to talk to Mega. GV
BH did not receive newsletter. DY
Item 10.10.5 Directory: proceed: press on within add firms: links to firms: check agreed figure (P50/year)
Draft read by DY regarding statement for listings ok. Circulate. DY
- 10 LIAISON**
MATTERS ARISING FROM PREVIOUS MINUTES
Item 9.9.1 Validation Lucy Kimani for CAA validation panel: advice sent to CAA. Gave BIDP as contact address.
Request information on southern Africa. CAA information/events: DY
Item 10.10.1 B Hammond had offered to list organisations for correspondence/liaison: Look at Web site to see present list. Need to clarify scope, specific organisations.
Send JBH lists of directory mailing list. Government, Parastatals have been listed. JBH
JBH email is j_blair_hammond@hotmail.com.
GV and DY to send list. DY/GV
Item 10.10.5 Liaise with Ministry/Government. Tendering for professional services. TOR out for comment. Return 19oc01. EM will query. EM
- 11 PROFESSIONAL CENTRE**
MATTERS ARISING FROM PREVIOUS MINUTES
Item 10.10.3 G Vlug wrote letter to RPM: LK asked BH to follow this up. BH
No response to Secretary.
Land may be now incorporated into GCC BH stated; getting a lease may not be straight forward.
BH will assemble a brief for estate agents: BH
IA stated that cheapest is old or warehouse, each to be upgraded to suit: 200m², reasonably central. P4500 target: rent at P15/m², rent out P30/m².
IA will look. IA

One place is 500m² 60-70k, block 8. 240k incorporate build. Possible difficult to get a loan (Residential plot).

IA could arrange EM to meet BBS to discuss parameters of loans tomorrow.

EM/IA

Item 10.10.5 BIDP offices proposed at plot 6406, Broadhurst Industrial: too costly.

12 OTHER BUSINESS

12.2 Letter to AA Botswana requested running cost guidelines.

DY

12.3 E-mail addresses to JBH

DY

Meeting closed at 7:51pm.

13 NEXT MEETING

13.1 Will be held on Wednesday, 28th November, 2001 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West.

ALL

Minutes approved:

President

Secretary

| | | |
|-----|-------------|------|
| Cc: | E Moje | Hand |
| | R Sargent | |
| | I Azoulay | |
| | J Paul | |
| | L Kimani | |
| | G Vlug | Hand |
| | B Hammond | Hand |
| | B Hyde | Hand |
| | M Bathuleng | Post |

**(A0kp)02
BIDP**

MINUTES OF BIDP COUNCIL MEETING NO. 2

Held at: QS Botswana on 31st October, 2001

Time: 5:30pm

3.1 **Present:** E Moje President
 D Young Secretary
 R Sargent Vice President
 G Vlug Treasurer
 J B Hammond
 B Hyde
 I Azoulay
 L Kimani

3.2 **Apologies:** J Paul
 M Bathuleng

3.3 **PREVIOUS COUNCIL MEETING**

3.3.1 The minutes of the previous council meeting were agreed by those then present to be a true record.

3.4 **MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL**

| | | |
|--------------|---|----|
| Item 4.6.4 | 23 rd AGM: DY to try to type from JP notes | DY |
| Item 4.6.6 | Change in BIDP office physical address- plot 55, Unit 8 ,Serwalo building, Gaborone International Commerce Park, Kgale View . JP newsletter done. BH will do tomorrow. Note on door of former office to redirect callers. | BH |
| Item 10.10.2 | Clarify 2 year/1 year members of council. Note circulate with minutes. | DY |
| Item 10.10.5 | Importation of professions: package deals. Taxes Department. Also affects contractors. Needs attention by EM. EM still looking for liaise person. | EM |

3.5 **ACTIVITIES AND FUNCTIONS:**

MATTERS ARISING FROM PREVIOUS MINUTES

| | | |
|------------|--|-----------------------------|
| Item 4.6.1 | Leave Laszar Kaplan visit EM has opened discussion with Lobatse Tile: possible Friday, 8 th February, 2002. IA will check with engineers and advise EM. Jwaneng Mine: JP: need full day during week: try for other destination. BTV proposed for 19 th April, 2002 Friday. | IA JP LK |
| Item 6.6.2 | Proposed visits to: De Beers sorting August 2002. Ostrich Abattoir . Sanitas GYC Yacht Club champagne breakfast proposed for 20 th January, 2002. EM will check JP action. IA will inquire: Withholding tax on certificates at Government projects (or all) Volunteer needed to collect data from Taxes or IBQS: Withholding tax week of 13th March, 2002. | JP JP JBH EM IA |

| | | |
|--------------|--|----------------|
| Item 6.6.4 | VAT info seminar: Target VAT seminar week of 15 th May, 2002 | RS |
| | Christmas function: 1 st week December, on last week of November. | RS |
| | RS will investigate availability/cost – and give details for newsletter. Golf Club rent P300 and cash bar and will cater agreed for 7 th December, 2001. | |
| Item 10.10.4 | Republic of Botswana Government building contract: current one may fall away. EM to contact CTB to see what is under consideration. Next week. | EM |
| Item 10.10.5 | DY sent paper copies of minutes. LK submissions to Councils: duty to assist members ease way in approvals. Organise a forum June/July 2002. | LK |
| 6 | TREASURER'S REPORT | |
| | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 7.7.1 | P5240-02 cash book balance at present. | |
| Item 9.9.1 | Mega bill paid, GV stated. | |
| 7 | MEMBERSHIP | |
| | MATTERS ARISING FROM PREVIOUS MINUTES | |
| 7.1.1 | Cheque for A Askovic P84 received: W Kasao bounced cheque: GV to advise if DY is to write a letter. | GV |
| Item 4.6.2 | J Wall certificate for Honorary membership signed. Minutes to come from J Paul: EM will pursue letter to JW: proposed at AGM, certificate enclosed, in appreciation of JW hard work to B Hyde by midday Thursday. | DY |
| Item 4.6.3 | No committee: discuss applications for membership at council meetings. EM will look at: Secretary will send received applications to EM. | |
| Item 8.8.2 | IA complaint re his ordinary member application being rejected: 4 years diploma etc Council will review: EM: dig out previous notes on B Foote. EM will look into this. | EM |
| Item 8.8.6 | Integrate old applications into files. Gearing up. | DY |
| Item 8.8.7 | Use #s for members as in file. Incorporate list. Desirable to make copies of certificates for files. None pending. | |
| 8 | CORRESPONDENCE | |
| 8.1 | Print copies of CAA items for Council ie regarding CAA circular on practice policy, to LK. | DY |
| 9 | PUBLICATIONS/NEWS LETTER | |
| | MATTERS ARISING FROM PREVIOUS MINUTES | |
| 9.1.1 | GV noted newsletter by JP is next: need to chase. | EM |
| Item 5.5.1 | Done monthly: JP to do November newsletter; LK January; GV February, EM March, RS April Next JP: EM appreciated. | BH |
| Item 5.5.2 | DY is available to update publications and produce directory. DY noted that UIA/UNESCO workshop data is available. Change dates on forms, reprint masters Email problems: GV to talk to Mega. BH did not receive newsletter. | DY GV DY |
| Item 10.10.5 | Directory: proceed: press on within add firms: links to firms: check agreed figure (P50/year) Draft read by DY regarding statement for listings ok, Circulate. | |
| 10 | LIAISON | |
| | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 9.9.1 | Validation Lucy Kimani for CAA validation panel: advice sent to CAA. Gave BIDP as contact address. Request information on southern Africa. CAA information/events: | DY |
| Item 10.10.1 | B Hammond had offered to list organisations for correspondence/liaison: Look at Web site to see present list. Need to clarify scope, specific organisations. Send JBH lists of directory mailing list. Government, Parastatals have been listed. JBH email is j_blaire_hammond@hotmail.com. GV and DY to send list. | JBH DY/GV |
| Item 10.10.5 | Liaise with Ministry/Government. Tendering for professional services. TOR out for comment. Return 19oc01. EM will query. | EM |
| 11 | PROFESSIONAL CENTRE | |
| | MATTERS ARISING FROM PREVIOUS MINUTES | |
| Item 10.10.3 | G Vlug wrote letter to RPM: LK asked BH to follow this up. No response to Secretary. | BH |

Land may be now incorporated into GCC BH stated; getting a lease may not be straight forward.

BH will assemble a brief for estate agents:

IA stated that cheapest is old or warehouse, each to be upgraded to suit: 200m², reasonably central. P4500 target: rent at P15/m², rent out P30/m².
IA will look.

BH

IA

One place is 500m² 60-70k, block 8. 240k incorporate build. Possible difficult to get a loan (Residential plot).

IA could arrange EM to meet BBS to discuss parameters of loans tomorrow.

EM/IA

Item 10.10.5 BIDP offices proposed at plot 6406, Broadhurst Industrial: too costly.

12

OTHER BUSINESS

12.2

Letter to AA Botswana requested running cost guidelines.

DY

12.3

E-mail addresses to JBH

DY

Meeting closed at 7:51pm.

13

NEXT MEETING

13.1

Will be held on Wednesday, 28th November, 2001 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West.

ALL

Minutes approved:

President

Secretary

Cc:

E Moje
R Sargent
I Azoulay
J Paul
L Kimani
G Vlug
B Hammond
B Hyde
M Bathuleng

Hand

Hand

Hand

Hand

Post

(A0kp)02
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 2

Held at: QS Botswana on 31st October, 2001

Time: 5:30pm

3.1 **Present:** E Moje President
 D Young Secretary
 R Sargent Vice President
 G Vlug Treasurer
 J B Hammond
 B Hyde
 I Azoulay
 L Kimani

3.2 **Apologies:** J Paul
 M Bathuleng

3.3 **PREVIOUS COUNCIL MEETING**

3.3.1 The minutes of the previous council meeting were agreed by those then present to be a true record.

3.4 **MATTERS ARISING FROM PREVIOUS MINUTES: GENERAL**

| | | |
|--------------|---|----|
| Item 4.6.4 | 23 rd AGM: DY to try to type from JP notes | DY |
| Item 4.6.6 | Change in BIDP office physical address- plot 55, Unit 8 ,Serwalo building, Gaborone International Commerce Park, Kgale View . JP newsletter done. BH will do tomorrow. Note on door of former office to redirect callers. | BH |
| Item 10.10.2 | Clarify 2 year/1 year members of council. Note circulate with minutes. | DY |
| Item 10.10.5 | Importation of professions: package deals. Taxes Department. Also affects contractors. Needs attention by EM. EM still looking for liaise person. | EM |

3.5 **ACTIVITIES AND FUNCTIONS:**

MATTERS ARISING FROM PREVIOUS MINUTES

| | | |
|------------|---|-----------------------------|
| Item 4.6.1 | Leave Laszar Kaplan visit EM has opened discussion with Lobatse Tile: possible Friday, 8 th February, 2002. IA will check with engineers and advise EM. Jwaneng Mine: JP: need full day during week: try for other destination. BTV proposed for 19 th April, 2002 Friday. | IA JP LK |
| Item 6.6.2 | Proposed visits to: De Beers sorting August 2002. Ostrich Abattoir . Sanitas GYC Yacht Club champagne breakfast proposed for 20 th January, 2002. EM will check JP action. IA will inquire: Withholding tax on certificates at Government projects (or all) Volunteer needed to collect data from Taxes or IBQS: Withholding tax week of 13th March, 2002. VAT info seminar: Target VAT seminar week of 15 th May, 2002 | JP JP JBH EM IA |
| Item 6.6.4 | Christmas function: 1 st week December, on last week of November. | RS |

RS will investigate availability/cost – and give details for newsletter.
Golf Club rent P300 and cash bar and will cater agreed for 7th December, 2001.

RS

Item 10.10.4 Republic of Botswana Government building contract: current one may fall away. EM to contact CTB to see what is under consideration. Next week.

EM

Item 10.10.5 DY sent paper copies of minutes.

LK submissions to Councils: duty to assist members ease way in approvals. Organise a forum June/July 2002.

LK

6 TREASURER'S REPORT

MATTERS ARISING FROM PREVIOUS MINUTES

Item 7.7.1 P5240-02 cash book balance at present.

Item 9.9.1 Mega bill paid, GV stated.

7 MEMBERSHIP

MATTERS ARISING FROM PREVIOUS MINUTES

7.1.1 Cheque for A Askovic P84 received: W Kasao bounced cheque: GV to advise if DY is to write a letter.

GV

Item 4.6.2 J Wall certificate for Honorary membership signed. Minutes to come from J Paul: EM will pursue letter to JW: proposed at AGM, certificate enclosed, in appreciation of JW hard work to B Hyde by midday Thursday.

DY

Item 4.6.3 No committee: discuss applications for membership at council meetings. EM will look at: Secretary will send received applications to EM.

Item 8.8.2 IA complaint re his ordinary member application being rejected: 4 years diploma etc Council will review: EM: dig out previous notes on B Foote. EM will look into this.

EM

Item 8.8.6 Integrate old applications into files. Gearing up.

DY

Item 8.8.7 Use #s for members as in file. Incorporate list. Desirable to make copies of certificates for files. None pending.

8 CORRESPONDENCE

8.1 Print copies of CAA items for Council ie regarding CAA circular on practice policy, to LK.

DY

9 PUBLICATIONS/NEWS LETTER

MATTERS ARISING FROM PREVIOUS MINUTES

9.1.1 GV noted newsletter by JP is next: need to chase.

EM

Item 5.5.1 Done monthly:

BH

JP to do November newsletter; LK January; GV February, EM March, RS April
Next JP: EM appreciated.

Item 5.5.2 DY is available to update publications and produce directory. DY noted that UIA/UNESCO workshop data is available.

Change dates on forms, reprint masters

Email problems: GV to talk to Mega.

BH did not receive newsletter.

DY

GV

DY

Item 10.10.5 Directory: proceed: press on within add firms: links to firms: check agreed figure (P50/year)

Draft read by DY regarding statement for listings ok, Circulate.

10 LIAISON

MATTERS ARISING FROM PREVIOUS MINUTES

Item 9.9.1 Validation Lucy Kimani for CAA validation panel: advice sent to CAA. Gave BIDP as contact address.

Request information on southern Africa. CAA information/events:

DY

Item 10.10.1 B Hammond had offered to list organisations for correspondence/liaison: Look at Web site to see present list. Need to clarify scope, specific organisations.

Send JBH lists of directory mailing list. Government, Parastatals have been listed.

JBH

JBH email is j_blair_hammond@hotmail.com.

GV and DY to send list.

DY/GV

Item 10.10.5 Liaise with Ministry/Government. Tendering for professional services. TOR out for comment. Return 19oc01. EM will query.

EM

11 PROFESSIONAL CENTRE

MATTERS ARISING FROM PREVIOUS MINUTES

Item 10.10.3 G Vlug wrote letter to RPM: LK asked BH to follow this up.

BH

No response to Secretary.

Land may be now incorporated into GCC BH stated; getting a lease may not be straight forward.

BH will assemble a brief for estate agents:

BH

IA stated that cheapest is old or warehouse, each to be upgraded to suit: 200m², reasonably central. P4500 target: rent at P15/m², rent out P30/m².
IA will look.

IA

One place is 500m² 60-70k, block 8. 240k incorporate build. Possible difficult to get a loan (Residential plot).

IA could arrange EM to meet BBS to discuss parameters of loans tomorrow.

EM/IA

Item 10.10.5 BIDP offices proposed at plot 6406, Broadhurst Industrial: too costly.

12

OTHER BUSINESS

12.2

Letter to AA Botswana requested running cost guidelines.

DY

12.3

E-mail addresses to JBH

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Meeting closed at 7:51pm.

13

NEXT MEETING

13.1

Will be held on Wednesday, 28th November, 2001 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West.

ALL

Minutes approved:

President

Secretary

Cc:

E Moje
R Sargent
I Azoulay
J Paul
L Kimani
G Vlug
B Hammond
B Hyde
M Bathuleng

Hand

Hand

Hand

Hand

Post



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. Box 827 - Gaborone - Tel/fax 582 067
e-mail: bidp@mega.bw - website www.bidp.bw

(A0kp)02
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 1 2000/2001

Held at: QS Botswana on 5th October, 2001

Time: 5:30pm

1 **Present:** E Moje President
 D Young Secretary
 R Sargent Vice President
 I Azoulay
 J Paul
 L Kimani
 G Vlug Treasurer

2 **Apologies:** B Hammond
 B Hyde
 M Bathuleng

3 **PREVIOUS COUNCIL MEETING**

The minutes of the previous council meeting were agreed by those then present to be a true record.

4 **MATTERS ARISING FROM PREVIOUS MINUTES**

Item 3.1 B Mihutsiwa is no longer on Council: No known action: Plot 17683 allocated by BHC to BIDP falls away, no specific plot at the moment.

Item 5.1 Schedule of BIDP news letters-fresh schedule to be chalked out after newly elected Council meets. (see below)

Item 6.1 Proposed tour of places and social events on the schedule of BIDP previously listed:

Tour of Lazar Kaplan Diamond cutting centre-Molepolole

Tour of Lobatse tile factory (IA)

Tour of Jwaneng Mines-Sponsorship for travel arrangements from Harvey Roofing Products-JP/MBM.

Item 6.2 Matter of J Wall being nominated as Honorary member: done: AGM approved the motion. DY

Item 6.3 New membership – membership committee to speed up the processing. All newly elected members to be given membership certificates during the AGM as agreed by Council: New certificates done. DY

Item 6.4 AGM 23rd AGM done. Minutes to be prepared. EM

Item 6.5 Previous AGM minutes had been mailed to council members.

Item 6.6 Change in BIDP office physical address- plot 55, Unit 9, Serwale building, GIC, Kgale View DY

5 **NEWS LETTER:**

5.1 Done monthly: IA will do the first (October), JP November; LK January; GV February, EM March, RS April IA

5.2 DY is available to update publications and produce directory. DY noted that UIA/UNESCO workshop data is available.

5.3 GV suggested email news letter for members with addresses; post to others.

GV will print addresses of members with no email.

Need to update email addresses; Use mail for newsletter text. DY

| | | |
|-----------|--|----------------------------|
| 5.5 | EM also desired to include some jokes. DY volunteered to package email and send. GV said president should chase by 10 th Month. | EM |
| 6 | ACTIVITIES AND FUNCTIONS: | |
| 6.1 | GV: try for most suitable times for visits ie, Friday afternoon as Taxes; BTV also. Problem of low attendance ie; Otse Saturday. | |
| 6.2 | Proposed visits to: De Beers sorting, Ostrich Abattoir (J Paul), champagne breakfast, Sanitas; VAT info seminar; IA will inquire: Withholding tax on certificates at Government projects (or all) Volunteer needed to collect data from Taxes or IBQS. | JP IA |
| 6.3 | TV Centre again; LK will investigate: for JA02. | LK |
| 6.4 | Christmas function: 1 st week December, on week of last November. RS will investigate availability/cost – newsletter. Sea scape at dam for catered meal/brail, blanket permit: 30 th November. IA may be able to help locate management. Golf Club 2 nd possible venue: needs advance book. IA can assist with outside catering. Approximately P30-40 budget. Need to arrange bar. Possible also investigate Sanitas. | RS RS |
| 7 | TREASURER'S REPORT | |
| 7.1 | P4257-91 cash book balance at present. | |
| 7.2 | JS subs cheque handed to treasurer | |
| 7.3 | Change of signatories: President, Secretary & Treasurer: forms signed at this meeting. | GV |
| 8 | MEMBERSHIP | |
| 8.1 | EM: need to consider how to promote | EM |
| 8.2 | IA complaint re his ordinary member application being rejected: 4 years diploma etc Council will review: EM: dig out previous notes on B Foote. Decision was made. | DY/EM |
| 8.3 | Who will print certificates? Marina was printing: GV says he will print them from now: will check with Marina: paper (Marina secretary has contact #s). | |
| 8.4 | P200/month rent/fee for BIDP office function. | GV |
| 8.5 | Deliver printed signed forms. | DY |
| 8.6 | Integrate old applications into files. | DY |
| 8.7 | Use #s for members as in file. | DY |
| 9 | CORRESPONDENCE | |
| 9.1 | B Hyde travel schedule received. GV updates on addresses received by DY. BTC bill Bank statement E-mail from CAA: Condolences x2 re September 11 attacks. Mega bill CAA: DY to copy two e-mails with minutes R Chephethe address Apologies for AGM x2 Magazine Southeast Asia Building received. | GV DY DY DY |
| 10 | OTHER BUSINESS | |
| 10.1 | B Hammond offered to list organisations for correspondence/liaison: approved. | BH |
| 10.2 | Clarify 2 year/1 year members of council. Advise membership on new office bearers: newsletter will advise. | DY IA |
| 10.3 | Professional Centre: B Hyde raised: G Vlug wrote letter to RPM: may designate part of Kgale area scheme (copy handed to DY) GV will follow up. IA says don't wait: talk to owners Catholic Church. Richard Ellis is marketing the land. B Hyde is involved, needs to be contacted to follow this up. LK will do (will also send BH copy of letter) | LK |
| 10.4 | Republic of Botswana Government building contract: propose to update EM. GV stated DABS has been investigating. Status uncertain. | EM |
| 10.5 | Reserve sensitive minutes items: E-mail better BIDP offices proposed at plot 6406, Broadhurst Industrial: GV will check. Liaise with Ministry/Government. Directory: proceed: press on within add firms: links to firms: check agreed figure (P50/year) LK submissions to Councils: duty to assist members ease way in approvals. Raise at next meeting and apparent faults in work built. | DY GV EM DY KL |

Importation of professions: package deals. Taxes Department. Also affects contractors. Needs attention by EM.

EM

Meeting closed at 20h11pm.

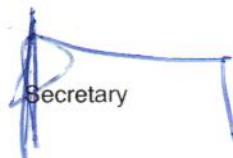
11 **NEXT MEETING**

11.1 Will be held on Wednesday, 31st October, 2001 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West.

Minutes approved:



President



Secretary

| | | |
|-----|-------------|------|
| Cc: | E Moje | Hand |
| | R Sargent | |
| | I Azoulay | |
| | J Paul | |
| | L Kimani | |
| | G Vlug | Hand |
| | B Hammond | Hand |
| | B Hyde | Hand |
| | M Bathuleng | Post |

Enc CAA emails x2

Page 1 of 1

From: Commonwealth association of Architects <caa@gharchitects.demon.co.uk>
To: BIDP <bidp@mega.bw>
Date: 19 June 2001 17:25
Subject: CAA Validation Panel

Marina Bathuleng-Mookodi
President
Botswana Institute of Development Professions
PO Box 827 Gaberone
Botswana
VAL1017/TG/tg
19 June 2001

Dear Ms Bathuleng-Mookodi,

CAA Validation panel

We wrote to your institute by post in March 2001 (with follow up by email and fax as available) requesting nominations for the the CAA Validation panel but have not received any reply.

The response has been good with 73 nominations from 18 countries.

After reviewing the nominations received the Executive agreed that a second stage in the process was required to achieve a more equal representation from member countries and between men and women.

In this case we are writing again to invite Botswana Institute of Development Professions to make up to 2 nominations giving due consideration to equal representation of men and women.

Please let us have your response by Friday 6th July 2001

Yours sincerely

--
Tony Godwin
EXECUTIVE DIRECTOR
Commonwealth association of Architects
66 Portland Place London W1N 4AD
Tel: 44 20 7490 3024 Fax: 44 20 7253 2592
Email: caa@gharchitects.demon.co.uk
Website: www.archexchange.org

B Hyde } check
L K } JOK

Her advice
CAA.

From: Commonwealth association of Architects <caa@gharchitects.demon.co.uk>
To: Su Linning S.A.I.A <admin@saia.org.za>; Ivor Prinsloo <prinsloo@iafrica.com>; Joseph Noronha <joe@raha.com>; Phillip Kungu <pkungu@users.africaonline.co.ke>; Llewellyn van Wyk <lvw.cia@saia.org.za>; BIDP <bidp@mega.bw>; AAK c/o Philip Kungu <pkungu@africaonline.co.ke>; ZimIA <archzim@africaonline.co.zw>; AIU C/o Henry Ssentooogo <ssenpart@infocom.co.ug>; ZamIA C/o Mwiitumwa Mungandi <mungandi@zamtel.zm>; MalawiA <abcda@malawi.net>; jim.low@uce.ac.uk <jim.low@uce.ac.uk>; nustarch@hotmail.com <nustarch@hotmail.com>; Mwamba@cbu.ac.zm <Mwamba@cbu.ac.zm>; Camilus Lekule <ihsbr@ud.co.tz>; Dept of Architecture <archmuk@starcom.co.ug>; billhill@poly.sdn.org.mw <billhill@poly.sdn.org.mw>; AAK c/o Jerry Ndong <edon@form-net.com>
Date: 13 September 2001 16:36
Subject: East African Practice Seminars and teachers workshop

Dear All,

I am sending this to you again. Since sending this the following comments/indications have been received:

- Lewellyn van Wyk has suggested that the sums and energy reserves are too small to get 2 activities going and that we should concentrate on one only.
- Joe Noronha talks of a practice seminar in Tanzania
- Tony Hyland feels that his school would not be part of such a project being closer to and part of the Southern African region (I would try and persuade him that his presence might be valuable as a 'resource person')
- Bill Hill from Malawi Polytechnic (a new course about to start) has expressed an interest in being involved.

The deadline for the Foundation return approaches (FAST) and I would propose the following;

- That the Teachers workshop be supported (CAA has supported many practice CPD events but never a CPD event for education).
- That the workshop take place in Nairobi (possibility aligned with a visiting board to the university of Nairobi which is overdue).
- That the workshop scheduled for a date prior to the end of June 2002.
- That the schools in Kenya, Uganda, Tanzania and Malawi participate
- That 1500pounds be used for travel expenses for 3 workshop presenters (two from other African countries and one from another region) and 500pounds for local accommodation and hosting.
- That Ivor Prinsloo be invited to be the workshop leader
- That CAA Secretariat be the 'hub'

If anyone can supply me with the email addresses for the Nairobi schools or spool this mail onto them, I would be grateful.

Looking forward to someone 'picking up the baton' on this one.

All the best,

Tony

To Africa region VP Joe Noronha, member institutes and contacts

Commonwealth Foundation Grant 2000-2001

05/10/01

You will recall that the following projects were approved as part of the application for the above;

East African Practice Seminars £1000

CAA will assemble a seminar programme in collaboration with the South African Institute of Architects who have a well established practice division providing information and seminars to assist the architect in practice. The programme will then be run in as a series in a number of locations including Kenya, Tanzania, and Uganda. Funding will assist with the travel expenses of the presenters

East African Architecture Teachers workshop £1000

Following a number of visiting boards to schools in East Africa, CAA was made aware that there was little or no exchange between the five schools in the region. It was proposed that there would be considerable benefit in initiating this with a workshop with the aim of raising teaching standards through shared experiences and with presenters from elsewhere in the Africa and beyond.

A previous email I sent in May 2000 said this;

"2. We did receive a request for funding for a workshop to be held in Uganda and Nairobi from the Uganda Institute with Makerere and this was presented to CAA Education Committee at the Council Meeting in Wellington. The stated purpose was to 'IMPROVE TEACHING AND to harmonise curricula in order to strengthen education and qualifications in the region on the basis of the CAA visiting board finding major differences in the METHODS OF TEACHING and the curricula of the various East African Schools.

The Education Committee Chair Gordon Holden added the word in CAPS to reflect the opinion of the committee as to the objective of this activity.

On this basis a grant of £1000 was awarded.

3. Ivor had suggested that the workshop be held concurrent with the urban futures 10-14.7.00 at Wits University and I suggested and he accepted to be the co-ordinator. Ivor mentioned British Council funding, have they been approached.

From a gearing point of view, whilst the conference at Wits looks excellent, I wonder if the greater effect would be achieved by bringing presenters to the teachers at the location and that this is either Nairobi or Kampala. Also presentations or master classes could be held with students-teaching in practice.

There are also the schools in Zambia, Zimbabwe and Malawi (new) who might also like to take advantage. Another part of the programme might be allowing observer status to teachers on some of the forthcoming South African school visits.

I would like to know where the rest of the funding would come from? the schools themselves? And this event must be planned to grow into a continuing activity e.g. annual meeting of schools.

Please can the group make comments or suggestions"

The purpose of this mail is to alert you that the current Foundation year ends on 30 June 2001 by which time the money should have been used to some effect! However there is a small window for 'late submissions' in that we do not have to file our return for a few months.

I have copied this to all possible participants as follows;

CAA officers; President Phillip Kungu, VP Africa Joe Noronha

Member institutes; Zambia, Kenya, Tanzania, Uganda, Malawi, Zimbabwe and Botswana, South Africa.

Schools; Malawi Polytechnic, NUST Bulawayo, Makerere University, Copper belt Zambia, (No email for University of Nairobi or Jomo Kenyatta).

Contacts; Jim Low and Ivor Prinsloo who first mooted the idea of the teachers workshop

Please make an input however small concerning any aspect of the activity; venue feasibility, date, collaboration with other events/organisations (AUA for example), speakers, topics, alternatives.

CAA cannot afford to give money back to the Commonwealth Foundation so we have to make something happen.

Your sincerely,

--

Tony Godwin
EXECUTIVE DIRECTOR
Commonwealth association of Architects
66 Portland Place London W1N 4AD
Tel: 44 20 7490 3024 Fax: 44 20 7253 2592
Email: caa@gharchitects.demon.co.uk
Website: www.archexchange.org

(A0kp)02
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. 1 2000/2001

Held at: QS Botswana on 5th October, 2001

Time: 5:30pm

1 **Present:** E Moje President
 D Young Secretary
 R Sargent Vice President
 I Azoulay
 J Paul
 L Kimani
 G Vlug Treasurer

2 **Apologies:** B Hammond
 B Hyde
 M Bathuleng

3 **PREVIOUS COUNCIL MEETING**

The minutes of the previous council meeting were agreed by those then present to be a true record.

4 **MATTERS ARISING FROM PREVIOUS MINUTES**

- Item 3.1 B Mhutsiwa is no longer on Council: No known action: Plot 17683 allocated by BHC to BIDP falls away, no specific plot at the moment.
- Item 5.1 Schedule of BIDP news letters-fresh schedule to be chalked out after newly elected Council meets. (see below)
- Item 6.1 Proposed tour of places and social events on the schedule of BIDP previously listed:

Tour of Lazar Kaplan Diamond cutting centre-Molepolole

Tour of Lobatse tile factory (IA)

Tour of Jwaneng Mines-Sponsorship for travel arrangements from Harvey Roofing Products-JP/MBM.

Item 6.2 Matter of J Wall being nominated as Honorary member: done: AGM approved the motion.

Item 6.3 New membership – membership committee to speed up the processing. All newly elected members to be given membership certificates during the AGM as agreed by Council: New certificates done.

Item 6.4 AGM 23rd AGM done. Minutes to be prepared.

Item 6.5 Previous AGM minutes had been mailed to council members.

Item 6.6 Change in BIDP office physical address- plot 55, Unit 8 ,Serwalo building, GIC, Kgale View

5 **NEWS LETTER:**

- 5.1 Done monthly: IA will do the first (October); JP November; LK January; GV February, EM March, RS April
- 5.2 DY is available to update publications and produce directory. DY noted that UIA/UNESCO workshop data is available.
- 5.3 . GV suggested email news letter for members with addresses; post to others.
 . GV will print addresses of members with no email.
 . Need to update email addresses; Use mail for newsletter text.

ACT

DY

DY

EM

DY

IA

DY

| | | |
|-----------|--|--------------------------------------|
| 5.5 | EM also desired to include some jokes. DY volunteered to package email and send. GV said president should chase by 10 th Month. | EM |
| 6 | ACTIVITIES AND FUNCTIONS: | |
| 6.1 | GV: try for most suitable times for visits ie, Friday afternoon as Taxes; BTV also. Problem of low attendance ie; Otse Saturday. | |
| 6.2 | Proposed visits to: De Beers sorting, Ostrich Abattoir (J Paul), champagne breakfast, Sanitas; VAT info seminar; IA will inquire: Withholding tax on certificates at Government projects (or all) Volunteer needed to collect data from Taxes or IBQS. | JP IA |
| 6.3 | TV Centre again; LK will investigate: for JA02. | LK |
| 6.4 | Christmas function: 1 st week December, on week of last November. RS will investigate availability/cost – newsletter. Sea scape at dam for catered meal/braai, blanket permit: 30 th November. IA may be able to help locate management. Golf Club 2 nd possible venue: needs advance book. IA can assist with outside catering. Approximately P30-40 budget. Need to arrange bar. Possible also investigate Sanitas. | RS RS |
| 7 | TREASURER'S REPORT | |
| 7.1 | P4257-91 cash book balance at present. | |
| 7.2 | JS subs cheque handed to treasurer | |
| 7.3 | Change of signatories: President, Secretary & Treasurer: forms signed at this meeting. | GV |
| 8 | MEMBERSHIP | |
| 8.1 | EM: need to consider how to promote | EM |
| 8.2 | IA complaint re his ordinary member application being rejected: 4 years diploma etc Council will review: EM: dig out previous notes on B Foote. Decision was made. | DY/EM |
| 8.3 | Who will print certificates? Marina was printing: GV says he will print them from now: will check with Marina: paper (Marina secretary has contact #s). | |
| 8.4 | P200/month rent/fee for BIDP office function. | GV |
| 8.5 | Deliver printed signed forms. | DY |
| 8.6 | Integrate old applications into files. | DY |
| 8.7 | Use #s for members as in file. | DY |
| 9 | CORRESPONDENCE | |
| 9.1 | B Hyde travel schedule received. GV updates on addresses received by DY. BTC bill Bank statement E-mail from CAA: Condolences x2 re September 11 attacks. Mega bill CAA: DY to copy two e-mails with minutes R Chephethe address Apologies for AGM x2 Magazine Southeast Asia Building received. | GV DY DY DY |
| 10 | OTHER BUSINESS | |
| 10.1 | B Hammond offered to list organisations for correspondence/liaison: approved. | BH |
| 10.2 | Clarify 2 year/1 year members of council. Advise membership on new office bearers: newsletter will advise. | DY IA |
| 10.3 | Professional Centre: B Hyde raised: G Vlug wrote letter to RPM: may designate part of Kgale area scheme (copy handed to DY) GV will follow up. IA says don't wait: talk to owners Catholic Church. Richard Ellis is marketing the land. B Hyde is involved, needs to be contacted to follow this up. LK will do (will also send BH copy of letter) | LK |
| 10.4 | Republic of Botswana Government building contract: propose to update EM. GV stated DABS has been investigating. Status uncertain. | EM |
| 10.5 | Reserve sensitive minutes items: E-mail better BIDP offices proposed at plot 6406, Broadhurst Industrial: GV will check. Liaise with Ministry/Government. Directory: proceed: press on within add firms: links to firms: check agreed figure (P50/year) | DY GV EM DY |

LK submissions to Councils: duty to assist members ease way in approvals. Raise at next meeting and apparent faults in work built.

KL

Importation of professions: package deals. Taxes Department. Also affects contractors. Needs attention by EM.

EM

Meeting closed at 20h11pm.

11

NEXT METTING

11.1

Will be held on Wednesday, 31st October, 2001 at 5:45pm at QS Botswana, plot 20739, Pharathe Crescent, Gaborone West.

Minutes approved:

President

Secretary

Cc:

E Moje
R Sargent
I Azoulay
J Paul

Hand

L Kimani

G Vlug

Hand

B Hammond

Hand

B Hyde

Hand

M Bathuleng

Post

M Bakubung- Mooketsi

Enc

CAA emails x2

(A0kp)02
BIDP

MINUTES OF BIDP COUNCIL MEETING NO. ¹~~10~~ 2000/2001

Held at: QS Botswana on 5th October, 2001

Time: 5:30pm

1 **Present:** E Moje *president*
D Young *secretary*
R Sargent *vice pres*
I Azoulay
J Paul
L Kimani
G Vlug *treasurer*

2 **Apologies:** B Hammond
B Hyde
~~SA~~ *Murina*

3 **PREVIOUS COUNCIL MEETING**

The minutes of previous meeting were agreed by those then present to be a true record.

4 **FINANCE (pend)**

5 **MATTERS ARISING FROM PREVIOUS MINUTES**

3.1 BM no longer on council: No known action: Plot 17683 allocated by BHC to BIDP falls away, no specific plot at the moment.

5.1 Schedule of BIDP news letters-fresh schedule to be chalked out after newly elected Council meets. *(see below)*

6.1 Proposed tour of places and social events on the schedule of BIDP *provisionally listed:*

Tour of Lazar Kaplan Diamond cutting centre-Molepolole

Tour of Lobatse tile factory (IA)

Tour of Jwaneng Mines-Sponsorship for travel arrangements from Harvey Roofing Products-JP/MBM.

6.2 Matter of J Wall being nominated as Honorary member: done: *KAM approved the motion.*

6.3 New membership – membership committee to speed up the processing. All newly elected members to be given membership certificates during the AGM as agreed by Council: New arts done.

6.4 AGM 23rd AGM done.

6.5 AGM minutes mailed to council members.

6.6 Change in BIDP office physical address- plot 55, Unit 8, Serwalo building, GIC, Kgale View

6 **OTHER BUSINESS**

6.1 B Hammond offered to list organisations for correspondence/liaison: approved.

6.2 Add activities to agenda
Correspondence
Membership

6.3 Clarify 2 year/1 year members of council

Advise membership on new office bearers: newsletter will advise.

6.4 Professional Centre: B Hyde raised: G Vlug wrote letter to RPM: may designate part of Kgale area scheme (copy handed to DY) GV will follow up. IA says don't wait: talk to owners Catholic Church. Richard Ellis is marketing the land. B Hyde is involved, needs to be contacted to follow this up. LK will do (send copy of letter)

7 **NEWS LETTER:**

7.1 Done monthly: IA first October; JP November; LK January; JV February, EM March, RS April

7.2 DY *dodging*; UIA/UNESCO available.

ACT!

BY

BY

BY

BY

BY

IA

LK

IA

will do the
workgroup data is
is available to update publications & produce directory.

- ## 8 ACTIVITIES AND FUNCTIONS:

- 8.3 TV Centre again; LK will investigate: for JA02.

- 6.4 Christmas function: 1st week December, last November. *on week of*

RS will investigate availability/cost – newsletter

City cape at alarm for catered ^{meal} hall/braai, blanket permit: 30th November. IA may be able to help locate management. Golf Club 2nd possible venue: needs advance book. IA can assist with outside catering. Approximately P30-40 budget. ^{see}

Need to arrange bar. Possible investigate Sanitas. RS.

9 Treasurer report

- 9.1 P4257-91 cash book balance at present.

- 7.2 JS subs cheque handed to treasurer

- 9.3 Change of signatories: President, Secretary & Treasurer:

10 Membership.

- ## 10.1 EM: how to promote

- 10.2 IA complaint re ordinary member rejected: 4 years diploma etc Council will review: EM: dig out previous notes on B Foote. Decision was made.

- 10.3 Who will print certificates: Marina was printing: GV says will print: will check with Marina: paper (Marina say has contact #s) P200/month.

- Deliver printed signed forms.

- Integrate old applications into files.

- 7 Use #s for members as in file.

- ## 10.4 Correspondence

~~B Hyde travel schedule~~

GV updates on addresses

BTC bill

Bank state

Emails from CNA:

Condolences x

~~CAA~~

Mega bill

CAA 2 cop

Chephethe

CAA 2.

Apologies for AGM

Magazines Southeast Asia Building
Wrong addresses

~~wrong addresses~~

11 AOB

- 11.1 Republic of Botswana Government building contract: propose to update EM. GV stated DABS has been investigating. Status uncertain.

- ### 11.2 Reserve sensitive minutes items: Email better

BIDP offices proposed: GV will check.

Liaise with Ministry/Government.

Directory: proceed: ^{with one} press on add firms: links to firms: check agreed figure (P50/year)

LLC submissions to Councils: duty to assist members ease way in approvals. Raise at next meeting and apparent faults in work built.

Importation of professions: package deals. Taxes Department also after contractors.

Meeting closed at 20:11pm. 20h11

Next meeting

Will be held on Wednesday or Thursday at 5:45pm on 31st October, 2001 at same place.

Minutes approved:

QS Boring, plot ---
--- Road,
Gwent.

President

Secretary

Circulation:

M. Sakelby - Mooketzi

hand
post 42

email

attached

CAA emails x 2 ;

BDF Council

5.02.07

Present: E Moje
R Sargent

Apologies: B Hammad
B Hyde. 11.02.07

O Young
I Azoulany
J Paul.
L Kimani
Virus

Pre council meet.

3.1 But no logs on Council: No known action: 17683
falls away, no specific plot at the moment.

X 4 (pend)

9.1:

6.1:

6.2 Done

6.3 New esp done

6.4 Done

6.5 Done

6.6

- B Hammad offered to list organizations for correspondence/
liaison: Approved.

Add Activities to agenda.

Correspondence.

Membership

Clarify 2 yr / 1 yr members of council

- Admin membership or new officebearers: news letter with
advise.
- Proj Centre: B Hyde raised: CV wrote letter to RPM: may
designate part of Kgate area scheme (copy handed to BT)
CV will follow up. IA says don't wait: talk to

(13)

Membership:

EM: how to promote.

1A complaint re ord member rejected: 4 yr diploma etc

~~the~~ Council with review: EM. Dec out prev notes on

B. Foote. Decision was made.

Who will print certs: Marina was printing: CIV says.

and print: will check with Marina: paper

(Marina see has contact #s) 1200/month.

Deliver printed ^{signed} forms

Integrate old applications into files.

Use #s for members as in file.

AOB

Correspondence.

B Hyde travel sched

CIV updates on addresses.

BTC bill

bank state

email

condolences. X 2.

CAA

Mega bill.

CAA 2 copy with mins

Unepkettle

CAA

Apologies for AAm

Magazines

Southeast Asia Building

Low Vision Locator Card

Wrong addresses.

AOB

RB Gantt Bldg contract: propose to update ^{EM}. CIV stated
DABBS has been investigating. status uncertain.



BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. Box 827 - Gaborone - Tel/fax 582 067
e-mail: bidp@mega.bw - website www.bidp.bw

(AOKS))04
BIDP

MINUTES 26TH ANNUAL GENERAL MEETING

Held at: Gaborone Cricket Club

Date/Time: 17th November, 2004, 18:00hrs

- 1 **PRESENT:**
 - R D Sergeant
 - G Vlug
 - E T Mazhani
 - D Young
 - L Kimani
 - S M Kotongo
 - K Palalani
 - A Chiwila
 - P M Nyame
 - T T Rantshilo
 - V Moapare
 - Z Klaric
 - P Cotter
 - L Hutchings
 - M Gopane
 - K B Bale
 - L M Monamo
 - A Groth

- 2 **APOLOGIES:**
 - T Morton
 - B Hyde
 - G Kgosiemang
 - M Bathuleng
 - P Nthase

- 3 **INTRODUCTION:**

The president welcomed the members to the 26th AGM and thanked them for having come in sufficient numbers to form a quorum. The AGM was initially scheduled for 15th October, but did not take place because those who attended did not form a quorum.

- 4 **NOTICE CONVENING THE AGM:**

The notice for convening the meeting was readout by the secretary E Mazhani.

5 MINUTES OF 25TH AGM:

- 5.1 Minutes of the 25th AGM were adopted as a true record of the meeting except the following;
-Item 5; The 24th AGM was held in 2003, not 2002 as recorded in the minutes Proposed by P Cotter, seconded by L Hutchings.
- 5.2 Matters arising from previous minutes:
The President noted that matters arising from the previous AGM are covered in his report.

6 PRESIDENT'S REPORT

- 6.1 Membership applications have been received on a regular basis, to date -7- applications have been reviewed of which -6- have been approved. The President emphasised that the strength of the institute is in the membership and the participation of the members in events.
- 6.2 Events
During the course of the year 3- events we organised, but the attendance was very poor. Continuing poor attendance, lack of feed-back and a general apathy towards the institute in general does not bode well for the continuance of the institute. The president appealed to those present to speak to the institution's 'missing' members to make them aware of the situation and to encourage them to participate actively in the institute and its affairs.
- 6.3 Regional vents/activities
Recently one of the BIDP member L Kimani was sent to attend a conference in South Africa organised by the Commonwealth Association of Architects.
- 6.4 Subscriptions
With regard to concerns expressed at last year's AGM in respect to outstanding subscriptions, the committee has initiated a recovery programme to gather the dues. This resulted in many fees being paid but regrettably also some resignations.

The amount recovered so far is approximately -P7400.00 of an estimated figure of -P16,000.00 (46 %)
- 6.5 Generally the web-site is still in operation and is up-dated regularly. Forms-of-contract are extensively used. There have been two incidents, in which copy-rights of BIDP contracts has been breached. Both have been passed on to lawyers for the relevant action against the offending parties.

The new directory is about to be published. In this regard, the president thanked Lucie Kimani for the effort that she has put towards the publication of this document.
- 6.6 Professional centre
The professional centre is an on-going project, the difficulty seems to be in finding a suitable site or building for the specific purposes.

In closing the President thanked the committee for their valued support and enthusiasm during the past year and wished the incoming committee a fruitful and successful year in office.

7 TREASURER'S REPORT:

- Copies of the treasurer's report were issued.
The treasurer noted that the bank balance is P58,671.00
Expenses this year were about P21,000.00 against P14,000.00 last year.

The increase in expenditure has been made by increase in secretarial fees, and seminar attendance.
D Young noted that the institution might be required to pay tax next year.



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(AOKS))04
BIDP

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 - T T Rantshilo
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 - L Hutchings
 - M Gopane
 - K B Bale
 - L M Monamo
 - A Groth

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 - B Hyde
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 - M Bathuleng
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The new directory is about to be published. In this regard, the president thanked Lucie Kimani for the effort that she has put towards the publication of this document.
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The professional centre is an on-going project, the difficulty seems to be in finding a suitable site or building for the specific purposes.

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The increase in expenditure has been made by increase in secretarial fees, and seminar attendance.
D Young noted that the institution might be required to pay tax next year.

8 ELECTION OF COUNCIL MEMBERS: The following office bearers and council members were elected:

| | |
|-------------|----------------|
| R Sargeant | President |
| L Hutchings | Vice President |
| G Viug | Treasurer |
| D Young | Secretary |
| L Kimani | Member |
| E Mazhani | Member |
| A Groth | Member |

MEMBER (2 YEARS)

| | |
|-------------|--------|
| A Chiwila | Member |
| T Rantshilo | Member |

The President thanked members for coming and making the AGM a success.

AGM closed.

(A0kp)04
BIDP

MINUTES
26TH ANNUAL GENERAL MEETING

Held at: Gaborone Cricket Club

Date/Time: 17th November, 2004, 18:00hrs

- 1 **PRESENT:**
R D Sergeant
G Vlug
E T Mazhani
D Young
L Kimani
S M Kotongo
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V Moapare
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L M Monamo
A Groth
- 2 **APOLOGIES:**
T Morton
B Hyde
G Kgosiemang
M Bathuleng
P Nthase
- 3 **INTRODUCTION:**
The president welcomed the members to the 26th AGM and thanked them for having come in sufficient numbers to form a quorum. The AGM ~~which~~ *was* initially scheduled for 15th October, but did not take place because those ~~who~~ attended did not form a quorum.
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Proposed by P Cotter, seconded by L Hutchings.

5.2 ~~No~~ matters arising from previous minutes:

The President noted that matters arising from the previous AGM are covered in his report.

have been reviewed

6 PRESIDENT'S REPORT

6.1 Membership applications have been received on a regular basis, to date -7- applications of which -6- have been approved. The President emphasised that the strength of the institute is in the membership and the participation of ~~the~~ members in events.

6.2

Events

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the institution's

6.3

Regional events/activities

Recently one of the BIDP member L Kimani was sent to attend a conference in South Africa organised by the Commonwealth Association of Architects.

6.4

Subscriptions

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The amount recovered so far is approximately -P7400- of an estimated figure of -P16000- (46 %)

6-5

Generally the web-site is still in operation and is up-dated regularly. Forms-of-contract are extensively used. There have been two incidents, in which copy-rights of ~~our~~ ^{BIDP} contracts has been breached. Both have been passed on to lawyers for the relevant action against the offending parties.

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6-6

Professional centre

The professional centre is an on-going project, the difficulty seems to be in finding a suitable site or building for the specific purposes.



In closing, the President thanked the committee for their valued support and enthusiasm during the past year and wished the incoming committee a fruitful and successful year in office.

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D Young noted that the institution might be required to pay tax next year.

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| | |
|-------------|----------------|
| R Sargeant | President |
| L Hutchings | Vice President |
| G Vlug | Treasurer |
| D Young | Secretary |

MEMBER 2 YEARS

| | |
|-----------------|--------|
| • A Chiwila | Member |
| • L Kimani ✓ | Member |
| • T Rantshilo ✓ | member |
| • E Mazhani | Member |
| • A Groth | Member |

The President thanked members for coming and making the AGM a success.

AGM closed.



(A0kp)04
BIDP

BOTSWANA INSTITUTE OF DEVELOPMENT PROFESSIONS

P.O. BOX 827 - Gaborone

e-mail-bidp@mega.bw - website www.bidp.bw

MINUTES 25TH ANNUAL GENERAL MEETING

Held at: Gaborone Cricket Club

Date/Time: 9th October, 2003, 18:00hrs

1 **PRESENT:** R D Sergeant
 E T Mazhani
 G Vlug
 A Groth
 T Rabson
 G Kgosiemang
 T Rantshilo
 L Kimani
 D Young
 J B Hammond
 K B Bale

2**APOLOGIES:** B Hyde
 I Azoulay
 E Moje

3 **INTRODUCTION:** The Vice President welcomed the members to the 25th AGM and thanked them for having taken their time to attend this AGM.

The meeting was chaired by the Vice President (R Sergeant) who tendered the president's (E Moje)'s apologies for not being able to attend the meeting.

No matters arising from previous minutes.

Affiliated to: Commonwealth Association of Architects
 Commonwealth Association of Surveyors and Land Economist

7 PROFESSIONAL
CENTRE

There has been no progress regarding the establishment of a professional centre.

Members were requested to inform the Council if they come across a vacant building or piece of Land that could be used for the Centre.

8 TREASURER'S
REPORT:

The treasurer, Mr G Vlug said BIDP is doing well financially, with most of the income coming from subscriptions and sales of publications. A Groth asked why some of the money was not put in an account that accumulates interest. Mr Vlug noted that about Thirty Thousand Pula is in a fixed deposit account.

9 ELECTION OF
COUNCIL
MEMBERS:

The following office bearers and council members were elected:

| | |
|-------------|----------------|
| R Sargeant | President |
| L Kimani | Vice President |
| E Mazhani | Secretary |
| G Vlug | Treasurer |
| E Moje | Member |
| T Rantshilo | Member |
| B Hyde | member |
| K Bale | Member |
| D Young | Member |

10 AOB

E Mazhani requested all attending the meeting to put their e-mail addresses on the attendance list as this will make communication easier.

B Hammond raised a concern about the high number of members who did not pay their subscription fees. He asked what the incoming committee was going to do about them. A Groth suggested that they should be followed and be advised that their membership will be terminated if they do not pay their subscriptions.

AGM closed.

- 4 NOTICE
CONVENING THE
AGM: The notice was read out by the Secretary E Mazhani.
- 5 MINUTES OF 24TH
AGM: Minutes of the 24th AGM held on 25th September, 2002 were adopted as a true record of the meeting.
- 6 PRESIDENT'S
REPORT In the past year membership applications have been received fairly regularly. Members were requested to put more effort into attracting new members to build-up the membership of BIDP. In the past year 11 new applications have been approved.
- 6.1 SOCIAL EVENTS A number of Social functions have been arranged during the course of the year, but regrettable the attendance by members at these events has been some-what lacking.
- 6.2 Problems that have been experienced in the year:
- Poor attendance at functions
- Lack of communication with the general members.
- Lack of promotional activities.
- 6.3 REGIONAL/EVENTS/
ACTIVITIES Recently one of the BIDP member L Kimani was sent to attend a conference in South Africa organised by the Commonwealth Association of Architects.
- BIDP has endeavoured to maintain its ties with the CAA as well as similar Associations.
- The President also noted that the World has been reduced to a global village and therefore it is essential to continue to network within the region. We need to be prepared as professionals within the development field to meet the challenges by networking with others where we can learn from their experiences both good and bad.
- 6.4 GENERAL
COMMENTS The BIDP Website is up and running and it is updated on a regular basis.
- Forms of contracts are being used extensively within the industry and are being updated.
- Unpaid subscriptions are an on-going problem.
Members were requested to pay their subscriptions timeously.
- The President concluded by calling upon all members to actively support the committee and stated that in doing so they will create a better awareness of BIDP within the development environment.

(A0kp)04
BIDP

MINUTES
25TH ANNUAL GENERAL MEETING

Held at: Gaborone Cricket Club

Date/Time: 9th October, 2003, 18:00hrs

1 **PRESENT:** R D Sergeant
 E T Mazhani
 G Vlug
 A Groth
 T Rabson
 G Kgosiemang
 T Rantshilo
 L Kimani
 D Young
 J B Hammond
 K B Bale

2 **APOLOGIES:** B Hyde
 I Azoulay
 E Moje

3 **INTRODUCTION:** The Vice President welcomed the members to the 25th AGM and thanked them for having taken their time to attend this AGM.

The meeting was chaired by the Vice President (R Sergeant) who tendered the president's (E Moje)'s apologies for not being able to attend the meeting.

No matters arising from previous minutes.

4 **NOTICE
CONVENING THE
AGM:** The notice was read out by the Secretary E Mazhani.

5 **MINUTES OF 24TH
AGM:** Minutes of the 24th AGM held on 25th September, 2002 were adopted as a true record of the meeting.

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- 6.1 SOCIAL EVENTS A number of Social functions have been arranged during the course of the year, but regrettable the attendance by members at these events has been some-what lacking.
- 6.2 Problems that have been experienced in the year:
- Poor attendance at functions
 - Lack of communication with the general members.
 - Lack of promotional activities.
- 6.3 REGIONAL/EVENTS/ ACTIVITIES Recently one of the BIDP member L Kimani was sent to attend a conference in South Africa organised by the Commonwealth Association of Architects.
- BIDP has endeavoured to maintain its ties with the CAA as well as similar Associations.
- The President also noted that the World has been reduced to a global village and therefore it is essential to continue to network within the region. We need to be prepared as professionals within the development field to meet the challenges by networking with others where we can learn from their experiences both good and bad.
- 6.4 GENERAL COMMENTS The BIDP Website is up and running and it is updated on a regular basis.
- Forms of contracts are being used extensively within the industry and are being updated.
- Unpaid subscriptions are an on-going problem.
Members were requested to pay their subscriptions timeously.
- The President concluded by calling upon all members to actively support the committee and stated that in doing so they will create a better awareness of BIDP within the development environment.
- 7 PROFESSIONAL CENTRE There has been no progress regarding the establishment of a professional centre.
- Members were requested to inform the Council if they come across a vacant building or piece of Land that could be used for the Centre.
- 8 TREASURER'S REPORT: The treasurer, Mr G Vlug said BIDP is doing well financially, with most of the income coming from subscriptions and sales of publications.
- A Groth asked why some of the money was not put in an account that accumulates interest. Mr Vlug noted that about Thirty Thousand Pula is in a fixed deposit account.

9 ELECTION OF
COUNCIL
MEMBERS:

The following office bearers and council members were elected:

| | |
|-------------|----------------|
| R Sargeant | President |
| L Kimani | Vice President |
| E Mazhani | Secretary |
| G Vlug | Treasurer |
| E Moje | Member |
| T Rantshilo | Member |
| B Hyde | member |
| K Bale | Member |
| D Young | Member |

10 AOB

E Mazhani requested all attending the meeting to put their e-mail addresses on the attendance list as this will make communication easier.

B Hammond raised a concern about the high number of members who did not pay their subscription fees. He asked what the incoming committee was going to do about them. A Groth suggested that they should be followed and be advised that their membership will be terminated if they do not pay their subscriptions.

AGM closed.

(A0kp)04



TO ALL BIDP MEMBERS

Notice of Annual General Meeting

The Botswana Institute of Development Professions will convene its 26th Annual General Meeting on 15th October, 2004 at Gaborone Cricket Club. The meeting will start at 18:00hrs

All members are cordially invited. There will be snacks and a cash bar after the meeting.

The agenda will be as follows:

- 1 Introduction
- 2 Notice convening AGM
- 3 Apologies
- 4 Minutes of the 24th AGM and Matters arising
- 5 Treasurer's report
- 6 President's report
- 7 Any other Business

(A0kp)04
BIDP

MINUTES 23RD ANNUAL GENERAL MEETING

Held at: Conference room, President Hostel, Main Mall, Gaborone

Date/Time: 13th September, 2001, 18:20hrs

- | | | |
|---|---------------------------|---|
| 1 | PRESENT: | R D Sargeant K Palalani Dr N B Sajja Boniface Katse O B K Basiami M Taylor B Hyde L Kimani B J Hammond I Azoulay G Kgosiemang E Moje M K Bathuleng-Mookodi J Paul B Mhutsiwa G Vlug |
| 2 | APOLOGIES: | T Allen S Kelly W Lee S Moss C Oranye D Young |
| 3 | INTRODUCTION: | President M Bathuleng welcomed the members to the 23 rd AGM and confirmed that a quorum have been achieved for the meeting. |
| 4 | NOTICE CONVENING THE AGM: | The notice was read out by the Secretary J Paul. |
| 5 | MINUTES OF 22ND AGM: | Minutes of the 22 nd AGM held on 27 th September, 2000 were adopted as a true record of the meeting. Proposed by G Vlug, seconded by I Azoulay. |
| 6 | PROFESSIONAL CENTRE: | The offer from BHC for a plot to set up a professional centre for BIDP dates back to 1999, when plot 17682, Gaborone West was proposed. However since the zoning of the plot was still unclear, further verification at the Deed's Office indicated that the said plot belonged to Zimbabwe High Commission and not BHC. Piece of land to be allocated. B Hyde to do feasibility expected. |
| 7 | PRESIDENT REPORT: | Welcomed gallery. Links with other professional bodies. |

Achieve members to active benefits.
Council make decisions on behalf of membership.
Breakthrough: Newsletter – bridge between council and general membership

8 BIDP

BIDP social events did take place in the previous year including the one at Georges Pub on 4th May, the Champagne breakfast social at the GYC on Sunday, August 13th 2000 which was well attended. Also the discussion on COPYRIGHT LAW followed by luncheon at Gaborone Sun conference room was quite informative.

Members are urged to turn up in large numbers to make these events a success.

The Office of BIDP physical address: Plot 55, Unit 8, Serwalo Building, Gaborone International Commerce Park, Kgale View.

9 GENERAL COMMENTS:

BIDP Web-site being updated on a regular basis. Thanks to David Young. Also request to send updated info for BIDP Directory being urged to all members

Reminders for unpaid subscriptions being send to the concerned members by the Treasurer. Also requests to send updated info for BIDP Directory being urged to all members

10 PAYMENT CERTIFICATES:

Sold at BIDP offices to come out with BIDP logo.

11 TREASURER'S REPORT:

The treasurer, Mr G Vlug handed over the financial statements for the year ended 30 June, 2001.
As in the past, sale of Contracts, Payment Certificates etc. Generated revenue and increased the bank balance.
Miscellaneous expenses on the high due to payment of legal confirm to reprimand local firm for improvement of copyright contracts.
The treasurer report a debit of P5030.59 in the cash book and P25,000 in fixed deposit account.

12 ELECTION OF COUNCIL MEMBERS:

The following office bearers and council members were elected:

| | |
|------------|----------------|
| E Moje | President |
| R Sargeant | Vice President |
| D Young | Secretary |
| G Vlug | Treasurer |
| L Kimani | Member |
| B Hammond | Member |
| I Azoulay | Member |
| J Paul | Member |
| B Hyde | member |

13 AOB:

New elected President E Moje expressed concern at the poor turnout at the AGM.
Welcomed the new committee and thanked D Young for still will to offer his services as a member of the council.

I Azoulay proposed D Young for Honorary Member. G Vlug pro. member can not become as per conclusion.

B Hyde asked about the location of BIDP office. BWR surveyors will remain the offices as per M Bathuleng.

G Kgosiemang: newsletter contributions from general membership.

AGM closed at 8:30pm.