

23<sup>rd</sup> Meeting of the Board of the Recovery and Development Agency (RDA) held on Thursday, 21<sup>st</sup> March 2018, at 10:00 am, at 3<sup>rd</sup> Floor, Ritter House, Wickham's Cay II, Tortola, British Virgin Islands

## MINUTES

### **Members Present:**

Mr. Clarence Faulkner (CF or Ag. Chair)  
Mr. Clyde Lettsome (CL)  
Pastor Gregory George (GG)  
Ms. Maria Mays (MM)  
Ms. Monica La Bennett (MB)  
Ms. Shane Rhymer (SR)  
Mr. Paul Bayly (CEO)

### **Apologies:**

Mr. Robert Mathavious (RM or Chair)  
Dr. David Hancock (DH)

### **Actions**

- *Action Point #1: Board Minutes to include list of persons in attendance by invitation.*
- *Action Point #2: Board members to sign Oath of Confidentiality and Declaration of Private Interest forms at next Board meeting.*
- *Action Point #3: Draft Internal Audit Risk Control Register to be sent to the Audit and Risk Committee.*
- *Action Point #4: Board members to be provided with a detailed single source report regarding an award on a Direct Contracting/Single Source basis for the parcel of land required for derelict boats project.*

### **Decisions**

- The Board approved
  - The Acquisition of the ArcGIS Pro software (2 licenses).
  - The acquisition of eight computers for new staff.
  - Project management services framework.
- Approved, in principle, for the single source, of a marine survey.
- Approved the Resolution for an application of a corporate credit card.
- Approved the acquisition of a second Quickbooks Profile, noting that this is a CDB requirement.
- Approved the Board Charter.