

24<sup>th</sup> Meeting of the Board of the Recovery and Development Agency (RDA) held on Thursday, 25<sup>th</sup> April, 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) – via Skype  
Dr. David Hancock (DH) – via Skype  
Ms. Shane Rhymer (SR)  
Mr Neil Smith (For CEO)

### **Apologies:**

Mr. Robert Mathavious (RM or Chair)  
Mr. Paul Bayly (CEO)

### **Outstanding Action Points From Previous Meeting**

- Action Point #2: Board members to sign Oath of Confidentiality and Declaration of Private Interest forms at next Board meeting.  
The forms have been distributed and members are required to complete them.

### **Actions**

- Action Point #1: Board member Ms. Shane Rhymer to chair the HR Sub-Committee.

### **Decisions**

- Noted that the Agency will purchase some equipment to support the Disaster Business Continuity Plan.
- Approved the recommendation of award in favour of CIBC FirstCaribbean International Bank for the provision of a full range of cash management services over a period of three years.
- Approved the recommendation of award in favour of KPMG (BVI) Limited for the management and implementation of the internal audit processes.
- Approved the recommendation of award in favour of AC Construction Ltd for the construction of the A.O. Shirley Recreational Ground perimeter wall.
- Approved the recommendation of award on a Single Source basis in favour of Intershelter Inc (USA) for the provision of four (4) x 14' temporary pre-fabricated housing units (domes).
- The Board ratified the approval given via Round Robin of an award on a Direct Contracting/Single Source basis for the parcel of land required for the derelict boats project.
- Approved the draft Financial Statements for the period 31 March, 2019.

- Noted the performance of the Trust and recommended that the RDA documents its views with the Trust via the Ministry of Finance.
- Recommended that the Funding Report be deferred until the CFO's arrival.
- Decided that the Capacity Building Strategy be deferred.
- Decided that the Performance-Based Pay Policy be deferred.
- Decided that Ms. Shane Rhymer will chair the Human Resources Sub-Committee.
- A copy of the visit report to St Croix to review their derelict boat management process to be shared with the Board.