

7<sup>th</sup> Meeting of the Board of the Recovery and Development Agency (RDA) held on Thursday, 14 June 2018 at 10:00 am, at Conference Room A, Registry of Corporate Affairs, Pasea Estate, Tortola, British Virgin Islands

## MINUTES

### **Members Present:**

Mr. Clarence Faulkner (Interim Chair)  
Mr. Clyde Lettsome  
Ms. Maria Mays  
Ms. Sharie deCastro  
Pastor Gregory George

### **Apologies:**

Mr. Robert Mathavious

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

- Action Point #2: *Clarity on DRCC funding to be requested from Mr Penn.*  
No update provided as yet.
- Action Point #5: *Mr. Smith to collate financial information received from Ministries to submit to Board as historical information on the spending to date for the recovery efforts by the BVI Government.*  
Mr. Smith explained that the task of collating financial information received from the Ministries will take more time than anticipated. He noted that he needs more time to sit down with the Ministries and get the information in order.
- Action Point #6: *Mr. Smith to secure proposals for office accommodations for the Board to consider at next week's meeting.*  
Request for Proposals (RfP) will be published on the recovery website on 15 June 2018 to obtain formal proposals for the Board to consider.
- Action Point #9: *Dr. Glasgow to prepare a list of projects contemplated within the draft Recovery and Development Plan for the Board's review by next week's meeting.*  
Mr. Smith indicated that the DRCC has asked for a deadline of 15 June 2018 to submit the list to the RDA Board.

### **Actions**

- Action Point #1: *Ms. Mays to follow up with Premier's Office on appointment of CDB representative to the RDA Board.*
- Action Point #2: *Mr. Smith and Mr. Waterfield to work on the offer letter for the preferred CEO candidate.*
- Action Point #3: *Ms. Mays to make RDA presentation to the Permanent Secretaries in collaboration with the ITF.*

### **Decisions**

- Implementation Task Force to issue a Request for Proposals (“RfP”) for the Human Resources Expertise and the Communications Adviser on the recovery website and to engage directly in the local market.
- Private Sector attendees are to be given the opportunity to make brief opening statements highlighting their perspectives and aspirations at the roundtable.
- The RDA will wait until it has control of the website to publish minutes in line with the Virgin Islands Recovery and Development Act, 2018.
- Quick wins for the RDA should be split into two categories: (i) visual quick wins and (ii) economic quick wins. The suggestions will be considered by the ITF and presented to the Board at a later Board Meeting.
- The offer letter for the preferred CEO candidate would be prepared and, thereafter, the employment contract will be worked on after HR expertise is engaged.