

42nd Meeting of the Board of the Virgin Islands Recovery and Development Agency (RDA)
Thursday 19 November 2020 at 10:00 a.m.
1st Floor Ritter House, Wickham's Cay 2 and via Microsoft Teams
Tortola, British Virgin Islands

MINUTES

Members Present

Mr. Clarence Faulkner (CF or Ag. Chair)
Mr. Clyde Lettsome (CL)
Dr. David Hancock (DH) via Microsoft Teams
Pastor Gregory George (GG) via Microsoft Teams
Ms. Shane Rhymer (SR) via Microsoft Teams
Mr. Anthony McMaster (AM or Ag. CEO)

Absent with Apologies

Mr. Robert Mathavious (RM or Chair)
Ms. Maria Mays (MM)

Action Points

1. **Action Point #1:** Ag. CEO to ensure that a comprehensive assessment of the AOSG Lighting project is done. Pending
2. **Action Point #2:** HR Manager and the Ag. Chair to be the signatories on the Human Resources, Administration and Organization Update (RDA-20-42-07). Done
3. **Action Point #3:** Chair of HR Sub-committee to amend Ag. CEO objectives to reflect succession planning. Pending
4. **Action Point #4:** Ag. CEO to ensure that \$10K credit card deposit is reviewed with the perspective of having it removed. Done
5. **Action Point #5:** Board to conduct an exit interview with the CTO. Done

Decisions

- **Reviewed** the risk matrix.
- **Noted** that risk 57 requires a mitigation strategy.
- **Noted** that risks 54 and 57 remain **RED**.
- **Noted** the Internal Audit Update.
- **Approved**, via Round Robin, and ratified the direct payment in favour of **American Building Supply** for the supply of twelve (12) siding metal panels for the VG Sports Complex repairs at a cost of Sixteen Thousand, One Hundred and Twenty-four Dollars and Fifty Cents (**\$16,124.50**).

- **Approved**, via Round Robin, and ratified the direct payment in favour of **ITG Export, Inc** for the supply of a scoreboard for the VG Sports Complex at a cost of Five Thousand, Four Hundred and Sixty Dollars (**\$5,460.00**).
- **Approved**, via Round Robin, and ratified the direct payment in favour of **Clarence Thomas Limited** for the supply of windows for the VG Sports Complex repairs at a cost of Ten Thousand, Four Hundred and Ninety-one Dollars and Twenty-eight Cents (**\$10,491.28**).
- **Approved**, via Round Robin, and ratified the direct payments for shipping charges which are unknown at this time but estimated to not exceed the amount of Seven Thousand Dollars (**\$7,000.00**). The RDA intends to pay these charges based on the receipt of invoices for the actual amounts.
- **Did not approve** that all variations over \$20,000 for the AOSG Lighting project will be agreed by the Board.
- **Noted** the need for financial support to the delivery of Virgin Gorda Sports Complex Phase 1.
- **Noted** the RDA has issued a stop works order to the AOSG Lighting project.
- **Noted** the progress with the Phase One Programme and the planning for 6 high-risk new RDP projects.
- **Noted** the risks identified regarding the lack of a clear budget approval process with MoF regarding the CDB projects implemented by the RDA, and the Board continue to monitor these risks closely until the mitigation measures are effectively realised and found to be satisfactory to manage these risks.
- **Approved** the Draft October 2020 Monthly Report, subject to further review by the Premier's Office, prior to publication.
- **Approved** the revised Grievance Redress System, incorporating CDB comments and the revised management structure to implement the system.
- **Noted** the continued high-level collaboration with the Government on RDA communications and the positive impact this has had on coverage and public perceptions.
- **Noted** the website contractor, in close collaboration with the Communications Team, has developed a re-vamped website that is now undergoing internal review prior to the launch.
- **Approved** the revised Capacity Building Strategy, which will then be submitted for formal approval by the Premier, in accordance with the draft regulations.
- **Approved** Performance Objectives for the Acting Chief Executive Officer.
- **Noted** the RDA office accommodations update.
- **Noted** the capacity building activities.
- **Noted** the current manning status of the RDA.
- **Approved** the Financial Report for the period to 31 October 2020. Enclosure 1.
- **Approved** the removal of CTO as the RDA Credit card holder in light of the acceptance of his resignation from the Agency.
- **Approved** the request to add the Ag. Chief Executive Officer and the Director of Programme Strategy to the banking facilities.
- **Approved** the request to drawdown **US\$1,402,352** from the Virgin Islands Recovery Trust.
- **Noted** the need to formally confirm the revised RDA CDB RRL project estimates as fully funded by the MoF (refer to PSD Board Paper RDA-20-40-06 for more details).
- **Noted** the positive developments with the recent new funding contracted from UK Government, Government of the Virgin Islands and Maples Group.
- **Approved** the revised Fundraising Strategy, which will then be formally submitted to the Premier to launch several project-specific fundraising initiatives.

- **Approved** the Jost Van Dyke Primary School Fundraising Action Plan.
- **Approved** the Summary Minutes of the 40th Board Meeting.
- The next Board meeting is scheduled for 10 a.m. on Thursday 10 December 2020 at 1st Floor, Ritter House, Wickham's Cay II.