

**54<sup>th</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency  
Thursday, 21<sup>st</sup> October 2021 at 10:30 a.m.**

**SUMMARY MINUTES**

**Members Present**

Mr. Ronnie W. Skelton (RS or Chairman)  
Mr. Jerry Samuel (JS or Deputy Chairman) (*arrived at 10:45 a.m.*)  
Mr. Michael Fay, QC (MF)  
Mr. Marquese Maduro (MM) via MS Teams  
Mrs. Geraldine Ritter-Freeman (GR-F) (*Left meeting at 12:02*)  
Mr. Shea Alexander (SA) (*Left meeting at 12:02*)  
Bishop John Cline (JC) (*arrived at 10:40 a.m.*)  
Dr. Sauda Smith (SS) via MS Teams  
Mr. Anthony McMaster, (AM and Ag. CEO)

---

Mr. Ronnie W. Skelton chaired the Meeting held on 21 October 2021, which was held at Virgin Islands Shipping Registry Conference Room, First Floor Ritter House, Wickham's Cay II, Road Town, Tortola, British Virgin Islands.

**Action Points**

- i. Action Point #1: Ag. CEO to provide a copy of the Tender Document with the update according to the Position Statement where "international experience" is concerned.
- ii. Action Point #2: Ag. CEO to schedule a strategy meeting to discuss the future and the functions of the RDA, procurement's appeal process, implementation schedule, and the appointment of the CEO.
- iii. Action Point #3: Ag. CEO to re-circulate the Agency's regulations for the Members of the Board to review.
- iv. Action Point #4: Ag. CEO to arrange a forum for Private Sector discussion with JC.
- v. Action Point #5: Ag. CEO to update the RDA's website to reflect the new Board Members.
- vi. Action Point #6: AG. CEO to arrange a discussion with Attorney General on the appeal process for RDA's procurement's process.

**Matters Arising from 53<sup>rd</sup> Meeting Minutes/Action Points**

- i. Action Point #1: Circulate feedback to the Board on Internship programme. Completed.
- ii. Action Point #2: Ag. CEO to submit the methodology used to estimate the Elmore Stoutt High School project. Completed.
- iii. Action Point #3: Ag. CEO to add an explanation for the terminology "international experience" in tender requirements. Completed.
- iv. Action Point #4: Ag. CEO to document and assess what the Agency has done to build capacity and measure the bidders versus the diversity of awards.

**The Board:**

Telephone: (284) 340-2605 E-mail: [feedback@bvirecovery.vg](mailto:feedback@bvirecovery.vg) Website: [www.bvirecovery.vg](http://www.bvirecovery.vg)  
Building No. 13, Cyril B. Romney Tortola Pier Park, Wickham's Cay I, Road Town Tortola, VG 1110, British Virgin Islands

## 1. Approved:

- a. the 53rd Board Meeting Minutes held on 23 September 2021
- b. the recommendation of award in favour of the firm Jaca & Sierra to conduct geotechnical engineering investigations at Elmore Stoutt High School (ESHS) and the Isabella Morris Primary School at a cost not exceeding Sixty-four thousand, Two Hundred and Eighty US Dollars (US\$64,280.00).
- c. the cost estimate and budget delegation report for inclusion in the RDA MoF September 2021 Monthly Report.
- d. the Draft September 2021 Monthly Report.
- e. the Value for Money (VfM) report on the Road Town Police Station project.
- f. the financial statements of the RDA for the year to 30 September 2021.
- g. approved the attached Funding Report for September 2021 for inclusion in the MOF Monthly Report.
- h. the funding policy change detailed below whereby projects are considered funded based on formal commitments instead of funds in the Recovery Fund.

## 2. Reviewed and Noted:

- a. the risk matrix (September 2021).
- i. the current status of the RDA Senior Management Team (SMT) risk matrix for the month of September.
- j. risk 69 (Magistrates Court) remains **RED**.
- k. risk 75 (RDA completing all projects) is a new risk that has been placed on the risk register and is classified as **RED**.
- l. risk 76 – FCDO Deed of Contributions is a new risk and is classified as **RED**.
- m. risk 74 (Implementation Schedule) remains and has now been classified as an **ISSUE**.
- n. the project spend as of 30 September 2021.
- o. the status of Current Procurements.
- p. the activities awarded under the Acting CEO's delegated authority.
- q. the capacity building initiatives undertaken to date.

- r. the progress of projects during this reporting period.
- s. the delegation of \$100,000 for the ESHS project as seed funding to kick start planning based on the Board decision (53) and the Government financial commitment to the project (Project Number 122).
- t. how to respond to the ministries requesting RDA delivery projects that are not within the RDP, despite the RDA Law stating the RDA only works on projects within the RDP.
- u. the current staffing status of the RDA
- v. the financial summary status for Capital and CDB projects up to 30 September 2021.
- w. the ongoing fundraising initiatives and the need for Board support in the raising of funds.

### **Next Board Meeting**

- 10:30 a.m. Thursday, 18 November 2021 at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.