

**62<sup>nd</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency  
held on Thursday 21<sup>st</sup> July 2022 at 10:30 a.m.  
Virgin Islands Shipping Registry Conference Room, First Floor Ritter House,  
Wickham's Cay II, Road Town, Tortola, Virgin Islands**

**MINUTES**

**Members Present**

Mr. Jerry Samuel (JS or Deputy Chairman)  
Mrs. Geraldine Ritter-Freeman (GR-F)  
Mr. Marquese Maduro (MM)  
Mr. Iftikhar Ahmad (IA) via MS Teams  
Mr. Michael Fay, QC (MF)  
Mr. Anthony McMaster, (AM and CEO)  
*Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)*

**Absent**

Mr. Ronnie W. Skelton (RS or Chairman)  
Mr. Shea Alexander (SA) via MS Teams  
Bishop John Cline (JC)  
Dr. Sauda Smith (SS)

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The Deputy Chairman called the meeting to order at 10:34 a.m., on behalf of the Chairman.

**1. Welcome and Opening Remarks**

The Deputy Chairman welcomed members to the meeting

**2. Declarations of any Potential Conflicts of Interest**

There were no declarations of potential conflicts of interest since the last Board meeting.

The Members of the Board noted that the Register of Interest Act, 2022, is being reviewed at the House of Assembly; to be discussed once finalised.

**3. Action Points:**

- i. CEO to include figures for the position of Chief Financial Officer in the 2023 draft budget.
- ii. CEO to follow up with the Governor's Office on the 'Conflict, Stability and Security Fund' programme.

#### 4. Review of Minutes

- 61<sup>st</sup> Board Meeting Minutes from 16 June 2022
  - ✓ A Motion was moved by JS and seconded by IA to adopt the minutes, as amended, of the 61<sup>st</sup> Board meeting.

#### 5. Matters Arising from Minutes/Action Points

- CEO to identify projects that can attract external funding. **Completed.**
- CEO to provide an incident report, linked to Health and Safety, in the Elmore Stoutt High School (ESHS) Redevelopment Project report. **Completed.**
- CEO to investigate the traffic hazards in Fish Bay. **Completed.**
- CEO to confirm if a variation is upcoming from the Fish Bay Project, due to the delays and extended work (water lines). **Completed.**
- CEO to ensure the Comms team issues information on Fish Bay Project delays as soon as possible. **Completed.**
- CEO to insert an action plan and details on “why” there was a lack in the deficient areas in the Value for Money Reports. **Completed.**
- CEO to provide a financial breakdown versus progress on projects. **Completed.**
- CEO to modify the Financial Resolutions to mirror the regular Board Meeting resolutions format. **Completed.**

#### 6. Corporate Governance

- Risk Management Update (RDA-22-62-01)

##### The Board:

- Reviewed the risk matrix (June 2022).
- Noted the current status of the RDA Senior Management Team (SMT) risk matrix for the month of June 2022.
- Noted the risk 75 (RDA completing all projects) remains RED.
- Noted the risk 77 (Delay in moving Magistrates Court). This risk is classified as RED.
- Noted the risk 78 (Elmore Stoutt High School supply chain). This risk is classified a RED.
- Noted the risk 79 (Commission of Inquiry – Funding Deficiencies). This risk is classified as RED.
- Noted the risk 74 (Implementation Schedule) has shown some activity by Central Government and is now an active risk as RED.
- Noted the risk 81 – Funding Elmore Stoutt High School Funding. This risk is classified as RED.

- Board Sub-committees Updates (RDA-22-62-02)
  - Executive Committee
 

The Board:

    - Noted that the Committee met on 14 July 2022.
    - Noted that the Committee discussed all decision matters linked to the 62<sup>nd</sup> Meeting of the Board.
  - Audit and Risk Committee
 

The Board:

    - Noted that an Internal Auditor has been recruited and will be joining the RDA's team in August 2022.
  - Fundraising Committee
    - No update.
- Internal Audit Update (RDA-22-62-03)
  - No submission.

## 7. Procurement Department

- Procurement Update (RDA-22-62-04)

### The Board:

- Approved the recommendation of award in favour of Deccon International Inc for the supply of furniture for the Elmore Stoutt High School Re-development Project at a cost of One Hundred & Sixty-three Thousand, Seven Hundred & Ninety-eight US Dollars and Seventy-two Cents (US\$163,798.72).
  - ✓ A Motion was moved by JS and seconded by Gr-F.
- Discussed the recommendation of award in favour of James Todman Construction Ltd for the construction of the new Jost Van Dyke Primary School at a cost of Four Million, Three Hundred and Six Thousand, Six Hundred and Forty-five US Dollars and Twenty-two Cents (US\$4,306,645.22).
- Disapproved the recommendation of award in favour of James Todman Construction Ltd for the construction of the new Jost Van Dyke Primary School at a cost of Four Million, Three Hundred and Six Thousand, Six Hundred and Forty-five US Dollars and Twenty-two Cents (US\$4,306,645.22).

- Suggested that a due diligence exercise be executed by a third party for the potential winning bids linked to the construction of the Jost Van Dyke Primary School. Once this is completed, a final recommendation may be submitted at the 63<sup>rd</sup> Meeting of the Board.
- Approved the Direct Contracting/Single Sourcing of Trojan Design & Development Ltd for project management support and works supervision at the Elmore Stoutt High School at a cost of Fifty-three thousand, Eight Hundred US Dollars (US\$53,800.00).

✓ A Motion was moved by MM and seconded by JS.

#### **8. Programme Delivery Department**

- Projects and CDB Update (RDA-22-62-05)

The Board:

- Noted the status of all projects.

#### **9. Programme Strategy Department**

- Strategy, Communications, Monitoring Update (RDA-22-62-06)

The Board:

- Reviewed and approved the Monthly report for June 2022.

✓ A Motion was moved by JS and seconded by MF.

- Reviewed the activities of the Programme Strategy Department for the month of June 2022.
- Reviewed the activities of RDA in respect to its public engagements for the month of May 2022.

#### **10. Support Services Department**

- Human Resources, Administration and Organization Update (RDA-22-62-07)

The Board:

- Noted the current staffing status of the RDA.

#### **11. Finance Department**

- Finance Update (RDA-22-62-08)

**The Board:**

- Reviewed the operational budget of the RDA for the 2023 financial year.
- Requested that a budgeted amount be included for a Chief Financial Officer.
- Approved the operational budget of the RDA, with amendments, for the 2023 financial year.
  - ✓ A Motion was moved by MM and seconded by MF.
- Approved drawdown request #29, totalling US\$2,597,849 for Elmore Stoutt High School project held with the Virgin Islands Recovery Trust.
  - ✓ A Motion was moved by MM and seconded by MF.
- Noted the submission of the Draft Audited Financial Statements to the Audit and Risk Sub-Committee for consideration and onward submission to the Board.
- Funding Update (RDA-22-62-09)
  - No submission

**12. Any Other Business**

- A. O. Shirley Grounds Lighting Project

**The Board:**

- Deferred this matter to the 63<sup>rd</sup> Meeting of the Board.

- Climate Change and Renewable Energy

**The Board:**

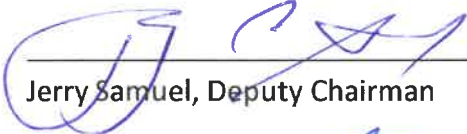
- Noted that a programme named ‘Conflict, Stability and Security Fund’ is ongoing and the BVI is included in this programme. The Governor’s Office is aware of the same and can provide information on this.

**13. Next Board Meeting**

- *10:30 a.m. Thursday, 18 August 2022, at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham’s Cay II, Tortola BVI.*

*Meeting adjourned at 12:53 p.m.*

This is a true and correct record.

  
Jerry Samuel, Deputy Chairman

  
Member of the Board

4 October 2022  
Date

04/10/22  
Date

