

**64<sup>th</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency  
held on Thursday 22<sup>nd</sup> September 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. Ronnie W. Skelton (RS or Chairman)  
Mr. Jerry Samuel (JS or Deputy Chairman)  
Mr. Shea Alexander (SA)  
Dr. Sauda Smith (SS)  
Mrs. Geraldine Ritter-Freeman (GR-F)  
Bishop John Cline (JC)  
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)*

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The Chairman called the meeting to order at 10:35 a.m. and GR-F provided the opening prayer.

**1. Welcome and Opening Remarks**

The 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.

**3. Action Points:**

- i. CEO to follow up with the Governor's Office on the 'Conflict, Stability and Security Fund' programme. **Pending.**
- ii. CEO to readvertise the Internal Auditor position locally and regionally.
- iii. CEO to set up a discussion with the applicant(s) for the Fundraising Manager position and the Fundraising Committee.

**4. Review of Minutes**

- 63<sup>rd</sup> Board Meeting Minutes from 18 August 2022

- ✓ A Motion was moved by SS and seconded by GR-F to adopt the minutes of the 63<sup>rd</sup> Board meeting.

## 5. Matters Arising from Minutes/Action Points

- CEO to follow up with the Governor's Office on the 'Conflict, Stability and Security Fund' programme. **Pending.**
- CEO to request a formal response from Premier's Office on the lifespan of the Agency. **Completed.**
- CEO to draft a letter, on behalf of the Chairman, to the Premier's Office on the Board's inability to sign any contract that goes beyond the current lifespan of the Agency. A formal response on the lifespan's matter is needed urgently. **Completed.**

## 6. Corporate Governance

- Risk Management Update (RDA-22-64-01)

### The Board:

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

- Board Sub-committees Updates (RDA-22-64-02)
  - Executive Committee

### The Board:

- Noted that the committee met on 15<sup>th</sup> October 2022, to discuss decision matter for the 64<sup>th</sup> Meeting of the Board.

- Audit and Risk Committee

**The Board:**

- Discussed the vacancy of the Internal Auditor.
- Noted that the recruitment of an Internal Auditor is ongoing.
- Noted that the post will be readvertised locally and regionally.
  
- Fundraising Committee

**The Board:**

- Noted that the Committee recently reviewed two (2) applications for the Fundraising Manager.
- Noted that there might be a possible readvertisement for the same.
- Noted that the Committee is awaiting a recommendation from the Human Resources Manager on the way forward for the hire of a Fundraising Manager.
- Instructed the CEO to have the Human Resources Manager set up a discussion between the applicant(s) and the Fundraising Committee.
  
- Internal Audit Update (RDA-22-64-03)
  - No submission.

**7. Procurement Department**

- Procurement Update (RDA-22-64-04)

**The Board:**

- Noted that the evaluation on the tender for the demolition of the classrooms at the Old Clarence Thomas Building is being finalised and therefore the Procurement update will be sent via Round Robin.
- Noted that the Chairman recused himself from discussions linked to this Procurement update due to a potential conflict of interest.
- Noted that the Chairman will not be a part of the Round Robin discussion.

**8. Programme Delivery Department**

- Projects and CDB Update (RDA-22-64-05)

**The Board:**

- Noted the progress on projects during this reporting period.
- Noted the progress on Magistrate's Court/Halls of Justice, Eslyn Henley Richiez Learning Centre, West End Ferry Terminal, and Roads, Slopes and Coastal Defences projects.

**9. Programme Strategy Department**

- Strategy, Communications, Monitoring Update (RDA-22-64-06)

The Board:

- Reviewed and approved the Monthly report for August 2022.
  - ✓ A Motion was moved by SS and seconded by RS.
- Reviewed and approved the Vanterpool Building VfM Report.
  - ✓ A Motion was moved by SS and seconded by RS.
- Reviewed the activities of the Programme Strategy department for the month of August 2022.
- Reviewed the activities of RDA in respect to its public engagements for the month of August 2022.

## 10. Support Services Department

- Human Resources, Administration and Organisation Update (RDA-22-64-07)

The Board:

- Noted the capacity building activities
- Reviewed the request for performance-based bonuses for RDA staff for year end 2022.
- Requested that additional information be provided regarding the possible bonus of each employee.
- Approved the organisational restructure of the Programme Delivery Department.
  - ✓ A Motion was moved by RS and seconded by SS.
- Approved the request of Kinisha Forbes to work remotely for six (6) months
  - ✓ A Motion was moved by SS and seconded by RS.
- Noted the current staffing status of the RDA

## 11. Finance Department

- Finance Update (RDA-22-64-08)

The Board:

- Noted the financial status of the RDA as at 31 August 2022.
- Approved the updated three-year operational budget for the RDA for the financial years ending 31 December 2023, 2024, and 2025.

✓ A Motion was moved by SS and seconded by JC.

- Approved the request for drawdown #30, US\$1,904,928 for Capital projects and US\$832,666 for CDB projects held with the Virgin Islands Recovery Trust.

✓ A Motion was moved by SS and seconded by JC.

- Funding Update (RDA-22-64-09)
  - no submission

**12. Any Other Business**

- No other business was discussed.

**13. Next Board Meeting**

- *10:30 a.m. Thursday, 13<sup>th</sup> October 2022 at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.*

*Meeting adjourned at 12:48 p.m.*

This is a true and correct record.



Ronnie W. Skelton, Chairman

*24 Nov 2022*

Date



Member of the Board

*24-11-22*

Date



