

**67<sup>th</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency  
held on Thursday 19<sup>th</sup> January 2023 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)  
Dr. Suda Smith (SS)  
Mr. Michael Fay, QC (MF)  
Mr. Shea Alexander (SA)  
Mr. Alfred Alsop (AA)  
Mrs. Geraldine Ritter-Freeman (GR-F)  
Mr. Marquese Maduro (MM)  
Mr. Anthony McMaster, (AM and CEO)  
*Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)*

**Members Absent**

Mr. John Cline (JC)

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The Chairman called the meeting to order at 10:36 a.m. and GR-F provided the opening prayer.

**1. Welcome and Opening Remarks**

The Chairman welcomed members to the 67<sup>th</sup> Meeting of the Board and welcomed AA to the VIRDA Board of Directors.

The Chairman shared that he wishes Mr. Iftikhar Ahmad all the best in his future endeavours and thanked him for this valuable contribution to the VIRDA's Board.

**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 present the Marine Shore Base project implementation plans to the Members of the Board.
- ii. CEO to submit a feedback report for 2022 interns to Members of the Board.

- iii. CEO to circulate Terms of Reference for the Social and Gender Specialist to Members of the Board.
- 4. Review of Minutes**
- 66<sup>th</sup> Board Meeting Minutes from 24<sup>th</sup> November 2022.
    - ✓ A Motion was moved by GR-F and seconded by JS to adopt the minutes of the 66<sup>th</sup> Board meeting.
- 5. Matters Arising from Minutes/Action Points**
- i. CEO to present the Marine Shore Base project implementation plans to the Members of the Board. **Pending.**
  - ii. CEO to draft letter, on behalf of the Chairman, to Premier's Office on the significant need to maintain RDA implemented assets. **Completed.**
  - iii. CEO to arrange a special meeting for discussions surrounding maintenance of assets. **Completed.**
  - iv. CEO to organise having the external auditors on the interview panel for the Internal Auditor. **A&R Committee to organise.**
- 6. Corporate Governance**
- Risk Management Update (RDA-23-67-01)

The Board:

- Reviewed the risk matrix (January 2023).
- Noted the current status of the RDA Senior Management Team (SMT) risk matrix for the month of January 2023.
- Noted the risk 82 (Contractor Delays). This risk has deescalated to GREEN.
- Noted the risk 84 (Movement of Boats). This risk has deescalated to GREEN.

- Board Sub-committees Updates (RDA-23-67-02)

- The Executive Committee:

The Board:

- Noted that the Executive Committee met on 12<sup>th</sup> January and discussed all decision matters being submitted to the 67<sup>th</sup> Meeting of the Board.

- Audit and Risk Committee

The Board:

- Noted that the Internal Auditor position applications were shortlisted and is now with the Committee for a further shortlisting.
- Appointed AA as a member of the Audit and Risk Committee.
- Fundraising Committee

The Board:

- Noted that L. Smith was hired as the Senior Director of Development (Fundraising Manager).
- Noted the request to share names of individuals and businesses that may be interested in becoming a donor towards RDA's operations.

- Internal Audit Update (RDA-23-67-03)
  - No submission.

## 7. Procurement Department

- Procurement Update (RDA-23-67-04) \*

The Board:

- Noted that the recommendation of award in favour of Garvin's Trucking & Heavy Equipment for the relocation of fourteen (14) vessels from the Royal Virgin Islands Police Force Marine Base, Road Reef to Nanny Cay Marina & Resort Ltd boat yard at a total cost not exceeding Fourteen Thousand, Six Hundred US Dollars (US\$14,600.00), was approved via Round Robin.
- Noted that the recommendation of award in favour of Nanny Cay Marina & Resort Ltd for the storage of vessels removed from Royal Virgin Islands Police Force Marine Base for an initial period of one year at a cost not exceeding Forty-two Thousand US Dollars (US\$42,000.00), was approved via Round Robin.

- Procurement Update (RDA-23-67-04A)

The Board:

- Approved the Direct Contracting/Single Sourcing of the firm Al's Marine Air Condition and Refrigeration for the supply of ac units for the Elmore Stoutt High School server room at a cost not exceeding Eight Thousand and Forty-eight US Dollars and Sixty-nine Cents (US\$8,0489.69).

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

- Approved the Direct Contracting/Single Sourcing of the firm Greene Wood Inc for the refurbishment of Elmore Stouff High School furniture (workstations and conference table) at a cost not exceeding Six Thousand, Eight Hundred and Fifty US Dollars (US\$6,850.00).

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

- Noted the project spend as of 31st December 2022.
- Noted the status of current procurements.
- Noted the value of activities awarded under the CEO's delegated authority.

## 8. Programme Delivery Department

- Projects and CDB Update (RDA-23-67-05)

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.
- Noted that as of the end of November 2022, the ESHS project has been substantially completed and handed over to the Client.

## 9. Programme Strategy Department

- Strategy, Communications, Monitoring Update (RDA-23-67-06)

The Board:

- Reviewed the Programme Strategy, Communications and Monitoring activities for the month of November and December 2022.
- Reviewed and approved the November and December 2022 Monthly Reports for submission to the Premier's Office and publication thereafter.

✓ A Motion was moved by GR-F and seconded by JS.

- Strategy, Communications, Monitoring Update (RDA-23-67-06A)

The Board:

- Agreed to engage with HLSCC to build an Aquatic and Fitness Centre at the Paraquita Bay Campus.

- Decided that draft final arrangements will be brought to the Board for approval.

✓ A Motion was moved by SA and seconded by RS.

#### 10. Support Services Department

- Human Resources, Administration and Organisation Update (RDA-23-67-07)

The Board:

- Noted the capacity building activities.
- Noted the current staffing status of the RDA.
- Noted that the recruitment for a Social and Gender Specialist, in accordance with the Caribbean Development Bank's requirements, are ongoing.
- Noted that a request was made to have a local person, in this field, understudy the Social and Gender Specialist, once hired.

#### 11. Finance Department

- Finance Update (RDA-23-67-08)

The Board:

- Approved the Financial Statements of the RDA as at 31 December 2022.

✓ A Motion was moved by MF and seconded by GR-F.

- Funding Update (RDA-23-67-09)
  - no submission

#### 12. Any Other Business

- Maintenance of assets delivered to Government by RDA

The Board:

- Decided that this will remain an agenda item until there are significant changes to the maintenance of assets delivered by RDA, and other assets.
- Noted that the RDA, upon handover, submits an Operation and Maintenance Plan to the Client.
- Noted that this is a Territory-Wide issue.
- Requested that the Senior Management Team assist in designing a programme for maintenance of Government assets.

- Noted that the RDA's monthly report now requires an update from lead Ministries on the maintenance of assets.

**13. Next Board Meeting**

- 10:30 a.m. Thursday, 16<sup>th</sup> February 2023, at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.

*Meeting adjourned at 12:01 p.m.*

This is a true and correct record.



Ronnie W. Skelton, Chairman

16<sup>th</sup> February 2023

Date



Member of the Board

16/2/23

Date

