

**68th Meeting of the Board of the Virgin Islands Recovery and Development Agency
held on Thursday 16th February 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. Sauda Smith (SS)
Mr. Shea Alexander (SA)
Mr. John Cline (JC)
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)

Presentation Attendees

Dr. Neil Smith (NS, Director of Programme Strategy)
Ms. Linda I. Smith (LIS, Senior Director of Development)
Ms. Leah Smith (LS, Environmentalist Trainee)

Members Absent

Mr. Michael Fay, QC (MF)

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 68th Meeting of the 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 provide a progress report on JVD's project.

4. Review of Minutes

- 67th Board Meeting Minutes from 19th January 2023.

- ✓ A Motion was moved by GR-F and seconded by JS to adopt the minutes of the 67th 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. **Completed.**
- ii. CEO to submit a feedback report for 2022 interns to Members of the Board. **Completed.**
- iii. CEO to circulate Terms of Reference for the Social and Gender Specialist to Members of the Board. **Completed.**

6. Corporate Governance

- Risk Management Update (RDA-23-68-01)

The Board:

- Reviewed the risk matrix (February 2023).
- Noted the current status of the RDA Senior Management Team (SMT) risk matrix for the month of January 2023.
- Noted the Risk 85 Jost Van Dyke Primary School - Multipurpose Educational Facility.
- Noted the Risk 86 Jost Van Dyke Primary School - Multipurpose Educational Facility.

- Board Sub-committees Updates (RDA-23-68-02)
 - Executive Committee

The Board:

- Noted that the Executive Committee met on 9th February and discussed all decision matters being submitted for the 68th Meeting of the Board.
- Audit and Risk Committee

The Board:

- Noted that the Committee shortlisted candidates for the Internal Auditor's position.
- Noted that three of five candidates were interviewed thus far.
- Noted that a meeting was held with BDO on 13th February 2023, whereby they shared the audit plan and processes with the Committee.
- Noted that the 2022 Draft Audit should be ready by 31st March 2023.

- Fundraising Committee

The Board:

- Noted that at the last Committee Meeting, the members decided that an Agency wide sensitisation on philanthropy should be carried out. LS to present to the Board on the same today.

- Internal Audit Update (RDA-23-68-03)
 - No submission.

7. Procurement Department

- Procurement Update (RDA-23-68-04)

The Board:

- Approved the recommendation of award in favour of Maid 2 Shine for the provision of janitorial services at the RDA's offices for a period of twenty-four (24) months at a total cost not exceeding Thirty-four Thousand, Eight hundred US Dollars (US\$34,800.00).

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

- Approved the Direct Contracting/Single Sourcing of the firm Trojan Design & Development Ltd for the provision of construction supervision services over a period of one year at the Joint Marine Shore Base building at a total cost not exceeding Sixty-three Thousand US Dollars (US\$63,000.00).

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

- Discussed the request to approve the direct payment of Twenty Thousand US Dollars (US\$20,000.00) to the firm Classroom Outfitters, LLC for the supply of outstanding smart boards and retractable beds.
- Requested that additional measures be put in place to ensure that there are no delays or hinderances to the delivery of the outstanding items.
- Approved the direct payment of Twenty Thousand US Dollars (US\$20,000.00) to the firm Classroom Outfitters, LLC for the supply of outstanding smart boards and retractable beds which are required for the Elmore Stoutt High School sick bay room.

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

8. Programme Delivery Department

- Projects and CDB Update (RDA-23-68-05)

The Board:

- Noted the progress on projects during this reporting period.
- Noted the progress on Magistrate's Court/Halls of Justice, Eslyn Henley Richez Learning Centre, West End Ferry Terminal, and Roads, Slopes and Coastal Defences projects.
- Noted that as of the end of November 2023, the ESHS project has been substantially completed and handed over to the Client.

9. Programme Strategy Department

- Strategy, Communications, Monitoring Update (RDA-23-68-06)

The Board:

- Reviewed the Programme Strategy, Communications and Monitoring activities for the month of January 2023
- Reviewed and approved January's Monthly Report for submission to the Premier's Office and publication thereafter.

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

- Strategy, Communications, Monitoring Update (RDA-23-68-06A)

The Board:

- Reviewed, discussed, and approved the Virgin Islands Recovery and Development Agency's Strategic Plan 2023 – 2025.

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

- Presentation on Waste Management Plan

The Board:

- Noted the proposed waste management plan as presented by NS and LS.
- Noted the waste flow projection from 2020-2050 with little to none, short-, medium-, and long-term measures being employed.
- Noted the recommended actions and the effects of the same.
- Noted the site selection recommendations, both positive and negative, for Coxheath and Pockwood Pond.
- Noted the fundraising efforts that can surround this development.

10. Support Services Department

- Human Resources, Administration and Organisation Update (RDA-23-68-07)

The Board:

- Noted the capacity building activities.
- Noted the report on Internship Programme.
- Noted the current staffing status of the RDA.
- Noted remedial works at the Agency's Office.
- Noted the upkeep of the Agency's Assets.

- Human Resources, Administration and Organisation Update (RDA-23-68-07A)

The Board:

- Discussed and approved the recommendation of Mr. D. Sookoo for the position of Director of Programme Delivery.

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

11. Finance Department

- Finance Update (RDA-23-68-08)

The Board:

- Approved the Financial Summary of the RDA as at 31 January 2023.

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

- Noted the annual audit status of the RDA for the financial year ended 31 December 2023.
- Noted an upcoming update to the Financial Management Manual within Quarter 1, 2023.

- Funding Update (RDA-23-68-09)

The Board:

- Noted the attached Donor Pledge Agreement Form. This form will be used prior to the execution of the Deeds of Corporation and allows donors to establish their support in the first instance.
- Noted that the SDD has been exploring whether there are opportunities for the Agency to partner with sister agencies in relation to a 501 (C) (3) designation.
- Noted that the SDD is currently working on amending the Fundraising Policy draft. The document should be completed and presented at the 69th Board Meeting.

- Presentation by Senior Director of Development

The Board:

- Noted LIS duties and responsibilities.
- Noted the RDA's 2023 Development Goal.
- Noted the gift matrix and 3 donor types and characteristics.
- Noted the RDA project funding from 2018 to 2022.
- Noted the donor cycle and moves management (6 critical path stages).
- Noted the SWOT analysis of the philanthropy efforts in the Agency.
- Noted the newly created Donor Pledge Agreement.

12. Any Other Business

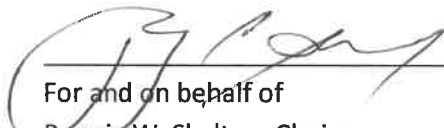
- RS shared his intent to resign from his post as Chairman.

13. Next Board Meeting

- 10:30 a.m. Thursday, 23rd March 2023, at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.

Meeting adjourned at 1:50 p.m.

This is a true and correct record.



For and on behalf of
Ronnie W. Skelton, Chairman

20.4.23
Date





Member of the Board

20.4.23.
Date