

**70<sup>th</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency  
held on Thursday, 20<sup>th</sup> April 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. Jerry Samuel (JS or Acting Chairman)  
Dr. Sauda Smith (SS)  
Mr. Shea Alexander (SA)  
Mr. Michael Fay, QC (MF)  
Mr. Marquese Maduro (MM)  
Mr. John Cline (JC)  
Mrs. Geraldine Ritter-Freeman (GR-F)  
Dr. Neil Smith (NS, on behalf of the CEO)  
Ms. Maxine Stewart (MS, Director of Finance)  
*Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)*

**Members Absent**

Mr. Alfred Alsop (AA)  
Mr. Anthony McMaster, (AM and CEO)- *Medical Leave*

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The Chairman called the meeting to order at 10:39 a.m. and GR-F provided the opening prayer.

**1. Welcome and Opening Remarks**

The Chairman welcomed members to the 70<sup>th</sup> Meeting of the Board.

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

There was one declaration of a conflict of interest linked to item 6 on the agenda (Procurement). JC to recuse himself during that time.

**3. Action Points:**

- i. CEO to arrange for capacity building activities for the Members of the Board and respective Sub-Committees.
- ii. CEO to resend the updated 'Donor Pledge Agreement' form which has been amended to include a clause from ATU linked to AML's requirements.

#### 4. Review of Minutes

- 69<sup>th</sup> Board Meeting Minutes from 23<sup>rd</sup> March 2023.
  - ✓ A Motion was moved by JS and seconded by SA to adopt the minutes of the 69<sup>th</sup> Board meeting.

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

- CEO to draft a letter to His Excellency John Rankin to follow up on the resignation of the Chairman and the appointment of a new Chairman. **Completed.**
  - A unanimous decision was made for all members to sign this letter.

#### 6. Corporate Governance

- Risk Management Update (RDA-23-70-01)

##### The Board:

- Reviewed the risk matrix (April 2023).
- Noted the current status of the RDA Senior Management Team (SMT) risk matrix for the month of March 2023.
- Noted Risk 77 (Eslyn Henley Richez learning Centre). This risk is classified as RED.
- Noted the risk Risk 87 (RDA Strategic Plan). This risk is classified as RED.
- Noted the Risk 88 (RDA Annual Report). This risk is classified as RED.
- Noted the new Risk 89 (RDA completing active projects). This risk is classified as RED.
- Noted the new Risk 90 (Imminent Departure of Director of Strategy). This Risk is identified as Yellow.

- Board Sub-committees Updates (RDA-23-70-02)

- Executive Sub- Committee

##### The Board:

- Noted that the Executive Sub-Committee met on 13<sup>th</sup> April and discussed all decision matters being submitted for the 70<sup>th</sup> Meeting of the Board.

- Audit and Risk Sub- Committee

##### The Board:

- Noted that the Chairman, JS, of the Sub-Committee is now the Ag. Chairman of RDA's Board of Directors. Being the Ag. Chairman, JS is now responsible for the Executive Sub-Committee and cannot serve as the Chairman or member of the A&R Sub-Committee.
- Noted that the A&R Sub-Committee audits all operations and therefore JS cannot serve as a contributor (Executive) and assessor (Audit).
- Appointed JC to serve as the Chairman of the A&R Sub-Committee.
- Noted that the A&R Sub-Committee's charter states that the composition of the Sub-Committee should consist of a chairman and 3 members.
- Appointed MF as a member of the A&R Sub-Committee.
- Noted that an Internal Auditor will be joining the Agency in May 2023.

○ Fundraising Sub- Committee

The Board:

- Noted that the Committee met on 12<sup>th</sup> April 2023 and received updates from the Senior Director of Development.
- Noted that a new date is being discussed on the event "An evening with the RDA".

**7. Procurement Department**

- Procurement Update (RDA-23-70-04)

The Board:

- Noted that JC recused himself from discussions linked to this-Procurement decision due to a registered conflict of interest.
- Reviewed, discussed, and approved the recommendation of award in favour of Infinite Solutions for the Supply of Laptops and Docking Stations for the VI Recovery & Development Agency at a total cost not exceeding Ten Thousand, Three Hundred and Fifty-seven US Dollars (US\$10,357.00).

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

- Noted the project spend as of 31<sup>st</sup> March 2023.
- Noted the status of current procurements.

**8. Programme Delivery Department**

- Projects and CDB Update (RDA-23-70-05)

**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 the Elmore Stoutt High School defects listing were covered well within the project contingency.
- Suggested that a joint press release, with Ministry of Communication and Works, be issued as it pertains to WEFT design uplift which accommodates the use of solar panels/renewable energy.

**9. Programme Strategy Department**

- Strategy, Communications, Monitoring Update (RDA-23-70-06)

**The Board:**

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

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

- Noted the March 2023 Community Liaison Report

**10. Support Services Department**

- Human Resources, Administration and Organisation Update (RDA-23-70-07)

**The Board:**

- Noted the capacity building activities of the Agency.
- Noted that the position of Internal Auditor has been accepted.
- Noted the current staffing status of the RDA.

**11. Finance Department**

- Finance Update (RDA-23-70-08)

**The Board:**

- Noted the Financial Statements of the RDA as at 31 March 2023.

- Approved the request for drawdown #32, US\$1,165,150 for Capital projects and US\$216,577 for CDB projects held with the Virgin Islands Recovery Trust (the Trust).
    - ✓ A Motion was moved by GR-F and seconded by MF.
  - Noted the annual audit status of the RDA for the financial year ended 31 December 2022.
  - Noted the documented Finance process flow for all deliverables.
  - Noted the Financial Summary of the RDA as at 28 February 2023 and funding of deficit up to 28 February 2023.
- Funding Update (RDA-23-70-09)

The Board:

- Noted the update on the Jost Van Dyke Multi-Purpose Educational Facility's list of needs.
- Noted that the Staff Sensitisation on philanthropy had been scheduled for 20<sup>th</sup> April 2023.
- Noted that BVI Finance Introductory meetings continue to be held with stakeholders throughout the fraternity.
- Noted that BVI Trade, Investment Promotion and Consumer Affairs Department (BVITPCAD) discussions are ongoing.
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- Noted that discussions surrounding funding support for the BVITB's Welcome Centre Project are ongoing.
- Noted that the SDD continues to update the Ministry of Finance on the Kellner Family Foundation plaque to be erected at the Elmore Stoutt High School.
- Noted that "The Evening with the RDA" has been postponed until further notice.
- Noted that the Donor Pledge Agreement has been amended to include a clause from ATU linked to AML's requirements.
- Noted the Donor Contributions from March 10- April 10, 2023.

## 12. Any Other Business

- None.

**13. Next Board Meeting (71<sup>st</sup>)**

- 10:30 a.m. Thursday, 18<sup>th</sup> May 2023, at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.

Meeting adjourned at 1:15 p.m.

This is a true and correct record.

  
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Mr. Jerry Samuel, Chairman

  
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Member of the Board

22 June 2023

Date

22/06/23

Date

