

**71<sup>st</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency  
held on Thursday, 18<sup>th</sup> May 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 Deputy Chairman)  
Dr. Souda Smith (SS)  
Mr. Shea Alexander (SA)  
Mr. Michael Fay, QC (MF)  
Mr. Alfred Alsop (AA)  
Mr. John Cline (JC)  
Dr. Neil Smith (NS, on behalf of the CEO)  
Ms. Maxine Stewart (MS, Director of Finance)

**Invited Guest**

Mrs. Claudine Dickson Ramnarine (CDR, Internal Auditor)  
Ms. Krystal Blackman (KB, BDO (BVI) Limited Representative)

**Members Absent**

Mrs. Geraldine Ritter-Freeman (GR-F)  
Mr. Marquese Maduro (MM)  
Mr. Anthony McMaster, (AM and CEO)- *Medical Leave*  
Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)

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The Deputy Chairman called the meeting to order at 10:35 a.m.

**1. Welcome and Opening Remarks**

The Deputy Chairman welcomed members to the 71<sup>st</sup> Meeting of the Board.

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

There was no declaration of a conflict of interest.

**3. Action Points:**

- i. CEO to arrange a meeting with the RDA Board and the Premier to discuss the Agency's Strategic Plan and future direction.

#### 4. Review of Minutes

- 70<sup>th</sup> Board Meeting Minutes from 20<sup>th</sup> April 2023.
  - ✓ A Motion was moved by SA and seconded by JS to adopt the minutes of the 70<sup>th</sup> Board meeting as amended.

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

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

#### 6. Corporate Governance

- Risk Management Update (RDA-23-71-01)

##### The Board:

- Reviewed the risk matrix (May 2023).
- Noted the current status of the RDA Senior Management Team (SMT) risk matrix for the month of April 2023.
- Noted Risk 77 (Eslyn Henley Richez Learning Centre). This risk is classified as RED.
- Noted Risk 87 (RDA Strategic Plan). This risk is classified as RED.
- Noted Risk 88 (RDA Annual Report). This risk is classified as RED.
- Noted the new Risk, risk 89 (RDA completing active projects). This risk is classified as RED.
- Noted Risk 90 (Imminent Departure of Director of Strategy). This Risk has now materialized into an event/issue.

- Board Sub-committees Updates (RDA-23-71-02)

- Executive Committee

##### The Board:

- Noted that the Executive Sub-Committee met on 11<sup>th</sup> May and discussed all decision matters being submitted for the 71<sup>st</sup> Meeting of the Board.

- Audit and Risk Committee

##### The Board:

- Noted that Ms. Claudine Dickson-Ramnarine is now onboard as the Agency's Internal Auditor.
- Was introduced to the Internal Auditor.

- Fundraising Committee

The Board:

- Noted that the Committee met on 10<sup>th</sup> May 2023 and received updates from the Senior Director of Development.
- Noted that the Senior Director of Development was tasked with developing a Fundraising Policy, Fundraising Deck, and finalization of the revised Fundraising Strategy for the Sub-Committee's review.
- Discussed the performance of the SDD and decided that the outlined specific tasks should be the focus of the SDD at this time.

## 7. Procurement Department

- Procurement Update (RDA-23-71-04)

The Board:

- Deferred the request to approve the recommendation to Single Source (Direct Contract) Trojan Design & Development Ltd for the design of the Halls of Justice (formerly the Magistrates Court) at a cost of One Hundred and Eleven Thousand, Two Hundred US Dollars (US\$111,200.00).
- Requested additional information to indicate the projected cost savings by proceeding with Trojan, as compared to going back out to tender.
- Decided that a decision on this request will be made via Round Robin.

## 8. Programme Delivery Department

- Projects and CDB Update (RDA-23-71-05)

The Board:

- Noted the progress on projects during this reporting period.
- Noted the progress on the CDB funded project: Magistrate's Court, Halls of Justice, Eslyn Henley Richez Learning Centre and West End Ferry Terminal.
- Noted the upcoming site walk through at the Joint Shore Marine Base project with the Governor, Premier and key stakeholders. Board members were invited to attend.

## 9. Programme Strategy Department

- Strategy, Communications, Monitoring Update (RDA-23-71-06)

The Board:

- Reviewed the Community Liaison Report and the Communication Analysis
- Approved the Draft April 2022 Monthly Report.

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

- Deferred the request to approve the Draft 2022 Annual Report
- Decided that a decision on this request will be made via Round Robin.
- Approved Value for Money (VfM) Reports for the Bob's Gas Station and Long Trench Road rehabilitation and slope stabilization project activities which form part of the broader CDB-funded Roads, Slopes and Coastal Defences project.

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

## 10. Support Services Department

- Human Resources, Administration and Organisation Update (RDA-23-71-07)

The Board:

- Noted the capacity building activities of the Agency.
- Noted the current staffing status of the RDA.
- Requested an amendment to the HR Paper where it referred to 2022.

## 11. Finance Department

- Finance Update (RDA-23-71-08)

The Board:

- Noted the Financial Summary of the RDA as at 30 April 2023. Appendix 1.  
**Presentation by KB, BDO (BVI) Limited Representative**
- Noted that BDO has completed the audit of the financial statements of the Agency as of and for the year ended December 31, 2022, pending the receipt of the:
  - Legal confirmation letter;
  - Approval by the Board of Directors of the Audited Financial Statements of the Agency; and
  - Receipt of the signed Management Representation Letter.
- Noted that BDO wishes to receive a copy of the Agency's Annual Report on completion.

- Noted that management’s cooperation was excellent. BDO received full access to all information that was requested while performing the audit, and acknowledgement that full cooperation was extended to BDO by all levels of the Agency’s personnel throughout the course of the audit engagement.
- Noted the summary of uncorrected and corrected misstatements.
- Noted that BDO did not become aware of any fraud, non-compliance with laws and regulations, and potential other illegal acts involving senior management, employees who have significant roles in internal controls.
- Reviewed the Draft Audited Financial Statements for year ended 31<sup>st</sup> December 2022.
- Noted that there were no issues to document.
- The Board approved the Draft Audited Financial Statements for the financial year ended 31<sup>st</sup> December 2022 with amendments.

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

- Funding Update (RDA-23-71-09)

The Board:

- Noted the update on the Jost Van Dyke Multi-Purpose Educational Facility’s final needs list.
- Noted that the Staff Sensitisation Training took place on 27<sup>th</sup> April 2023.
- Noted that discussions surrounding funding support for the BVITB’s Welcome Centre Project have been placed on hold.
- Noted that no response was received from Ministry of Education (MoE) to correspondence regarding approval of designated site for the Kellner Family Foundation plaque.
- Noted the new date, Thursday, 28<sup>th</sup> September 2023, for “An Evening with the RDA” event.
- Noted that Donor Funding Activities for April 11 – May 10, 2023.

## 12. Any Other Business

- None.

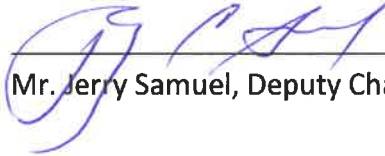
## 13. Next Board Meeting


- Extraordinary Meeting with Caribbean Development Bank: Thursday, 15<sup>th</sup> June 2023, at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham’s Cay II, Tortola BVI.

- 72<sup>nd</sup> Board Meeting: 10:30 a.m. Thursday, 22<sup>nd</sup> June 2023, at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.

*Meeting adjourned at 2:34 p.m.*

This is a true and correct record.

  
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Mr. Jerry Samuel, Deputy Chairman

  
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Member of the Board

*22 June 2023*

Date

*22/06/23*

Date

