

**72nd Meeting of the Board of the Virgin Islands Recovery and Development Agency
held on Thursday, 22nd June 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. Sauda Smith (SS)
Mr. Shea Alexander (SA)
Mr. Michael Fay, QC (MF)
Mr. Alfred Alsop (AA)
Mr. John Cline (JC)
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)

Invited Guest

Dr. the Honourable Premier Natalio D. Wheatley, MHA

The Deputy Chairman called the meeting to order at 10:42 a.m.

1. Welcome and Opening Remarks

The Deputy Chairman welcomed members to the 72nd 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. None.

4. Review of Minutes

- 71st Board Meeting Minutes from 18th May 2023.

- ✓ A Motion was moved by JS and seconded by JC to adopt the minutes of the 71st Board meeting.

5. Matters Arising from Minutes/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. **Completed.**

6. Corporate Governance

- Risk Management Update (RDA-23-72-01)

The Board:

- Noted Risk 77, Eslyn Henley Richez Learning Centre. This risk remains classified as RED.
- Noted Risk 87, RDA Strategic Plan. This risk remains classified as RED.
- Noted Risk 88, RDA Annual Report. This risk remains classified as RED.
- Noted Risk 89, RDA completing active projects. This risk remains classified as RED.

- Board Sub-committees Updates (RDA-23-72-02)

- Executive Committee

The Board:

- Noted that the Executive Sub-committee met on 15th June and discussed all decision matters being submitted for the 72nd Meeting of the Board.

- Audit and Risk Committee

The Board:

- Noted that the Audit & Risk Sub-Committee is scheduled to meet on 27th June 2023.

- Fundraising Committee

The Board:

- Noted that the Fundraising Sub-committee met on 14th June 2023.
- Noted that the draft Fundraising Policy and Deck was reviewed and will be prepared for the Board's review and approval at its 73rd Meeting.

7. Procurement Department

- Procurement Update (RDA-23-72-04)

The Board:

- Approved and supported the memorandum of Understanding between the BVI Airports Authority and the Virgin Islands Recovery and Development Agency to provide procurement and project management services over a period of twenty-four months.

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

- Reviewed and discussed the recommendation of award in favour of Clarence Thomas Holdings Ltd. for the provision of office space to the RDA for the period ended 31st December 2025.

- Approved the recommendation of award in favour of Clarence Thomas Holdings Ltd. for the provision of office space to the RDA for the period ended 31st December 2025 at a cost of \$28.00/sq. ft. or Six Thousand, Five Hundred and Twenty US Dollars (US\$6,520.00) per month excluding utility charges.

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

- Approved the recommendation of award in favour of Lawrence Wheatley Construction for the supply and installation of LED Sports lights for the Anegada Basketball Court at a cost not exceeding Twelve Thousand, One Hundred and Twelve US Dollars and Fifty-Nine Cents (US\$12,112.59)

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

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

The Board:

- Noted that 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), was approved via Round Robin.

8. Programme Delivery Department

- Projects and CDB Update (RDA-23-72-05)

The Board:

- Noted the progress on projects during this reporting period.
- Noted the progress of CDB funded project: Halls of Justice, Eslyn Henley Richez Learning Centre and West End Ferry Terminal.

9. Programme Strategy Department

- Strategy, Communications, Monitoring Update (RDA-23-72-06)

The Board:

- Approved the Draft May 2023 Monthly Report.

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

- Noted Public Feedback on Roads Activities.
 - Noted the Community Liaison Report.
 - Noted the status of projects with Programme Strategy Department.
 - Noted the Communication Analysis.
- Strategy, Communications, Monitoring Update (RDA-23-71-06) *

The Board:

- Noted that the Draft 2022 Annual Report was approved via Round Robin with amendments.

10. Support Services Department

- Human Resources, Administration and Organisation Update (RDA-23-72-07)

The Board:

- Noted the reorganisation of the Programme Delivery Department
- Noted the current staffing status of the RDA.

11. Finance Department

- Finance Update (RDA-23-72-08)

The Board:

- Reviewed and approved the draft Operational Budget of the RDA for the financial years ending 31 December 2024 and 31 December 2025.

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

- Reviewed and approved the request for drawdown #33, US\$550,000 for Capital projects and held with the Virgin Islands Recovery Trust (the Trust).

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

- Funding Update (RDA-23-72-09)

The Board:

- Noted the Funding Policy and Fundraising Deck has been drafted and was reviewed by the Funding Sub-Committee.
- Noted the Funding Strategy was updated and being reviewed by the Funding Sub-Committee.

- Noted that the Donor Development Report has been drafted.
- Requested that the Donor Development be updated to reflect actual funds raised by the SDD and name of entities (not representatives).
- Noted that the final order of instruments valued at over \$7,000 is being finalised with the ESHS Music Department stakeholders, The Maples Group, MOE, and Procurement.

12. Discussion with the Honourable Premier Natalio D. Wheatley

The Board:

- Noted that the “Virgin Islands Development Agency” is very much a plan being worked towards. It is slated to be a Statutory Body with a Board, like its current setup.
- Noted that VIDA is expected to be the Government’s main Agency to develop and implement projects.
- Noted that a cabinet paper is being drafted for submission to Cabinet for discussion.
- Noted that based on the Strategic Plan provided by RDA and other discussions, the legislation (the Act) is being updated to reflect the intent of the new Agency.
- Noted that the composition of personnel and specialist would need to be considered; seconded personnel from Government of the Virgin Islands would have the opportunity to work with the Agency on a permanent basis.
- Noted that a development plan would be established to guide the Agency on an annual basis. A threshold to be determined for projects that the RDA is slated to implement, with the provision of executing special projects that are Donor Funded.
- Discussed matters surrounding administrative concerns and the lack of and delayed responses from Ministries.
- Noted that the Premier will investigate this concern through the Permanent Secretary, Premier’s Office.
- Discussed the appointment of a new Chairman for the VIRDA’s Board.
- Noted that His Excellency Governor Rankin discussed the Chairmanship with the Premier and the possibility of the post being advertised; however, due to the legislative amendments in motion, advertising at this time will not be suitable.
- Discussed hospitable ways for fundraising and handling donors. It was shared that there is an issue with a specific lead ministry where a donor plaque is concerned; the Premier noted the concern and agreed to investigate the matter.
- Noted the Premier’s concerns about the current state of the BVI’s infrastructure and the Premier’s mandate to develop world class infrastructure.

- Noted that several projects are being considered by GBVI and the RDA is the preferred Agency for their implementation. Funding is being discussed and organised for these projects.
- Queried the cashflow timing of funds being transferred for projects and the Premier shared that funds are allocated to identified projects and provided based on the outlined flow. A discussion to be had with Ministry of Finance.
- Noted that the RDA's Board may have an opportunity to present at Caucus. A formal invitation to be presented to the Board.
- Thanked the Premier for attending the 72nd Board Meeting and for a productive and open discussion.

13. Any Other Business

The Board:


- Noted that the Agency has been using the VI National Sustainable Development Plan when developing the Statement of Requirements.

14. Next Board Meeting

- 73rd Board Meeting: 10:30 a.m. Thursday, 20th July 2023, at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.

Meeting adjourned at 2:17 p.m.

This is a true and correct record.


 Mr. Jerry Samuel, Deputy Chairman

20 July 2023
 Date


 Member of the Board

20-7-23-
 Date

