

**74<sup>th</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency  
held on Thursday, 24<sup>th</sup> August 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)  
Mr. Marquese Maduro (MM)  
Mr. Shea Alexander (SA)  
Dr. Souda Smith (SS)  
Mr. Michael Fay, QC (MF)  
Mr. Alfred Alsop (AA)  
Mrs. Geraldine Ritter-Freeman (GR-F)  
Mr. John Cline (JC)  
Ms. Maxine Stewart (MS, Director of Finance and Ag. CEO)  
Mr. John Primo (JP and Director of Procurement)  
*Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)*

**Members Absent**

Mr. Anthony McMaster, (AM and CEO)

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The Deputy Chairman called the meeting to order at 10:36 a.m.

**1. Welcome and Opening Remarks**

- The Deputy Chairman welcomed members to the 74<sup>th</sup> Meeting of the Board and GR-F provided the opening prayer.
- Members of the Board noted that the CEO, AM, is on medical leave and therefore MS and JP attended on his behalf.
- Sympathies were relayed to SS on recent family emergency.

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

There was one declaration of a conflict of interest. Member JC recused himself from any discussions and decisions linked to this conflict.

**3. Action Points:**

- i. CEO to heighten RDA's Public Relations activities through the strategic publishing of press releases and enhanced communication strategies.
- ii. CEO to consider the possibility of organising a 'Suppliers' Procurement Workshop in the future.

- iii. CEO to draft letter to the Premier's Office on the RDA's Board attendance at Caucus, as stated by the Premier at the 72<sup>nd</sup> Meeting of the Board.

#### 4. Review of Minutes

- 73<sup>rd</sup> Board Meeting Minutes from 20<sup>th</sup> July 2023.
  - ✓ A Motion was moved by GR-F and seconded by MM to adopt the minutes of the 73<sup>rd</sup> Board meeting.

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

- i. CEO to upscale RDA Public Relations activities through the strategic publishing of press releases from the Agency. **Actioned; a strategy to be submitted at the 75<sup>th</sup> Meeting of the Board.**
- ii. CEO to provide a copy of the compensation comparative summary developed by the Head of Human Resources. **Completed.**

#### 6. Corporate Governance

- Risk Management Update (RDA-23-74-01)

##### The Board:

- Noted Risk 87, RDA Strategic Plan. This risk remains classified as RED.
- Noted Risk 91, Insufficient project funding by Central Government for priority list of projects. This risk remains classified as RED.
- Noted Risk 92, Non-renewal of employees on secondment with the RDA. Added as RED.
- Noted Risk 93, Completion delays with JVD Primary School. Added as RED.
- Noted Risk 77, Eslyn Henley Richiez Learning Centre, Deescalated.

- Board Sub-committees Updates (RDA-23-74-02)
  - Executive Committee

##### The Board:

- Noted that the Executive Sub-committee met on 17<sup>th</sup> August 2023 and discussed all decision matters being submitted for the 74<sup>th</sup> Meeting of the Board.

- Noted that information regarding funding development was discussed and a formal report was circulated to the Members of the Board for discussions at today's meeting, 74th Meeting of the Board.
- Fundraising Committee
  - The Board:
    - Noted the concerns of the Fundraising Sub-Committee as correlated in the submitted report.
    - Noted the information the Sub-Committee shared on the details provided by the SDD regarding the 'Evening with the RDA' event.
    - Noted the SDD shared that there was a lack of support for this event.
    - Unanimously decided that the event, 'An Evening with the RDA', be cancelled with all plans being ceased immediately and a structured demobilisation of the event undertaken.
- Audit and Risk Committee
  - The Board:
    - Noted that the Subcommittee approved, for submission to the Board, the Internal Audit Manual and all related reports and templates included in the Manual for utilisation by the Internal Audit function.
    - Noted that the Internal Auditor discussed the results of the Single Source Selection Process Review, and the findings will be shared with the relevant persons.
    - Noted that the Internal Auditor discussed the Internal Audit function, Q4 deliverables.
- Internal Audit Update (RDA 23-74-03)
  - The Board:
    - Approved the revised Internal Audit Department Policy Manual which includes the Follow Up Audit Process Memorandum and the Internal Audit Service Level Agreement.

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

## 7. Procurement Department

- Procurement Update (RDA-23-74-04)

The Board:

- Noted SS's abstention on decisions linked to JVD Multipurpose Educational Complex.
- Approved the recommendation of award in favour of Creative Recreation Products (USA) for the supply of playground equipment at the JVD Multipurpose Educational Complex at a cost of Sixteen Thousand, One Hundred and Thirty-Two US Dollars (US\$16,132.00).

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

- Excused JC from the meeting before discussions surrounding the company 'Infinite Solutions' arose.
- Disapproved the recommendation of award in favour of Infinite Solutions (BVI) for the supply of eight (8) laptop computers and thirteen (13) white boards to the JVD Multipurpose Educational Complex at a cost of Fifteen Thousand, Two Hundred and Seventy-Five US Dollars (US\$15,275.00).
- Requested additional information be provided for consideration where the supply of eight (8) laptop computers and thirteen (13) white boards to the JVD Multipurpose Educational Complex are concerned.
- Disapproved the recommendation of award in favour of Infinite Solutions (BVI) for the supply and installation of eleven (11) 75" Promethean boards including wall mounts to the JVD Multipurpose Educational Complex at a cost of Forty-Five Thousand, Nine Hundred and Sixty-One US Dollars (US\$45,961.00).
- Requested additional information be provided for consideration where for the supply and installation of eleven (11) 75" Promethean boards including wall mounts to the JVD Multipurpose Educational Complex is concerned.
- Approved the recommendation of award in favour of Classroom Outfitters (USA) for the supply of storage cabinets and chairs (office/classroom/conference) to the JVD Multipurpose Educational Complex at a cost of Ten Thousand, Seven Hundred and Forty-Four US Dollars and Two Cents (US\$10,744.02).

- ✓ A Motion was moved by JS and seconded by SA.
- Approved the recommendation of award in favour of Island Services (BVI) for the supply of desks, conference table and bookcase to the JVD Multipurpose Educational Complex at a cost of Twenty-two Thousand, Seven Hundred and Twenty US Dollars (US\$22,720.00).
  - ✓ A Motion was moved by JS and seconded by SA.
- Approved the recommendation of award in favour of Lakeshore Learning Materials (USA) for the supply of student desks, chairs, classroom storage shelves to the JVD Multipurpose Educational Complex at a cost of Forty-Nine Thousand and Seventy-Two US Dollars and Thirty-Two Cents (US\$49,072.32).
  - ✓ A Motion was moved by SA and seconded by GR-F.
- Approved the recommendation of award in favour of Music Source Inc. (USVI) for the supply of musical instruments at a cost of Ten thousand, Eight Hundred and Forty-Two US Dollars (US\$10,842.00).
  - ✓ A Motion was moved by GR-F and seconded by SA.
- Reviewed and discussed the recommendation of award in favour of N.L. for the post of Social and Gender Safeguards Specialist.
- Approved the recommendation of award in favour of N. L. for the post of Social and Gender Safeguards Specialist for an initial period of six months at an all-inclusive cost not exceeding Eighty-Two Thousand, Six Hundred and Fifty US Dollars (US\$82,650.00).
  - ✓ A Motion was moved by JS and seconded by SS.
- Procurement Update (RDA-23-74-04A)

The Board:

- Reviewed and discussed the recommendation of award in favour of Coastal Management Consulting (CMC) to provide updated information on the status of the territory's derelict vessels in seven locations.
- Approved the recommendation of award in favour of CMC to provide updated information on the status of the territory's derelict vessels in seven locations at a cost of Six Thousand and Twenty-Five US Dollars and Fifty Cents (US\$6,025.50).

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

- Approved the recommendation of award in favour of Al's Marine Ltd for the provision of materials and equipment for insulating three server rooms at the Elmore Stouitt High School at a cost of Two Thousand, One Hundred and Eighty-Seven US Dollars (US\$2,187.00).

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

## 8. Programme Delivery Department

- Projects and CDB Update (RDA-23-74-05)

The Board:

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

## 9. Programme Strategy Department

- Strategy, Communications, Monitoring Update (RDA-23-74-06)

The Board:

- Approved the Draft Monthly Report for July 2023.
  - ✓ A Motion was moved by SS and seconded by SA.
- Noted the Public Feedback on Anegada Recreational Facility.
- Noted the Community Liaison Report.
- Noted the project status at Programme Strategy level for July 2023.

## 10. Support Services Department

- Human Resources, Administration and Organisation Update (RDA-23-74-07)

The Board:

- Noted the capacity building activities.
- Noted the salary comparison review.
- Noted the current staffing status of the RDA.

**11. Finance Department**

- Finance Update (RDA-23-74-08)

The Board:

- Approved the request for drawdown #35, US\$800,000 for Capital projects and US\$500,000 for CDB projects held with the Virgin Islands Recovery Trust (the Trust).

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

- Funding Update (RDA-23-74-09)
  - No submission

**12. Any Other Business**

The Board:

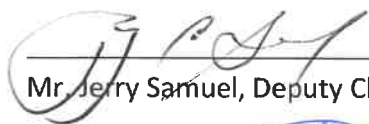
- Unanimously authorised SA to attend the Eslyn Henley Richez Learning Centre Groundbreaking and Contract Signing event on Friday, 25<sup>th</sup> August 2023 to sign on behalf of the RDA and to speak on the Agency’s behalf.

**13. Next Board Meeting**

- 75<sup>th</sup> Board Meeting: 10:30 a.m. Thursday, 21<sup>st</sup> September 2023, at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham’s Cay II, Tortola BVI.

*Meeting adjourned at 1:39 p.m.*

This is a true and correct record.

  
Mr. Jerry Samuel, Deputy Chairman

21 September 2023  
Date

  
Member of the Board

21-9-23  
Date

