

**75th Meeting of the Board of the Virgin Islands Recovery and Development Agency
held on Thursday, 21st September 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. Sauda Smith (SS)
Mr. Michael Fay, KC (MF)
Mr. Alfred Alsop (AA)
Mrs. Geraldine Ritter-Freeman (GR-F)
Ms. Maxine Stewart (MS, Director of Finance and Ag. CEO)
Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)

Invited Guest

Ms. Kinisha Forbes (KF, Director of Programme Strategy)

Members Absent

Mr. Anthony McMaster (AM and CEO)
Mr. John Cline (JC)

The Deputy Chairman called the meeting to order at 10:41 a.m.

1. Welcome and Opening Remarks

- The Deputy Chairman welcomed members to the 75th Meeting of the Board and SMS provided the opening prayer.
- Members of the Board noted that the CEO, AM, is still on medical leave and therefore MS attended on his behalf.

2. Declarations of any Potential Conflicts of Interest

There were no declarations of a conflict of interest.

3. Action Points:

- i. MS to have the Internal Auditor review the mitigation measures in place for the 94th Risk.
- ii. SMS to follow up on letter to the Premier's Office on the Board's attendance at Caucus, as stated by the Premier at the 72nd Meeting of the Board.

4. Review of Minutes

- 74th Board Meeting Minutes from 24th August 2023.

- ✓ A Motion was moved SA and seconded by MF to adopt the minutes of the 74th Board meeting.

5. Matters Arising from Minutes/Action Points

- CEO to heighten RDA's Public Relations activities through the strategic publishing of press releases and enhanced communication strategies. **Actioned; a strategy to be submitted at the 76th Meeting of the Board.**
- CEO to consider the possibility of organising a 'Suppliers' Procurement Workshop in the future. **Actioned.**
- CEO to draft letter to the Premier's Office on the RDA's Board attendance at Caucus, as stated by the Premier at the 72nd Meeting of the Board. **Completed, to be followed up on.**

6. Corporate Governance

- Risk Management Update (RDA-23-75-01)

The Board:

- Noted Risk 87, RDA Strategic Plan. This risk continues as RED.
- Noted Risk 91, Insufficient project funding by Central Government for priority list of projects. This risk continues as RED.
- Noted Risk 92, Non-renewal of employees on secondment with the RDA. This risk continues as RED.
- Noted Risk 93, Completion delays with JVD Primary School. This risk continues as RED.
- Noted Risk 94, Segregation of Duties, added to the RDA's Risk Matrix as RED.
- Requested that the Internal Auditor vets the mitigation steps involved in Risk 94.

- Board Sub-committees Updates (RDA-23-75-02)

- Executive Committee

The Board:

- Noted that the Executive Sub-committee met on 14th September 2023 and discussed all decision matters being submitted for the 75th Meeting of the Board.
- Noted an update on the demobilization of the event 'An evening with the RDA'.

- Fundraising Committee

The Board:

- Noted that a meeting is scheduled for 11th October 2023.

- Audit and Risk Committee

The Board:

- Noted that a meeting is scheduled for 16th November 2023.
- Requested, concerning the conflict-of-interest policy, that it be reviewed further by the Internal Auditor to ensure that accords with best practice and its functions are fair and transparent.

7. Procurement Department

- Procurement Update (RDA-23-75-04).

The Board:

- Noted SS's abstention on decisions linked to JVD Multipurpose Educational Complex.
- Reviewed, discussed, and approved the recommendation of award in favour of Klass Electronics for the supply of laptop computers and white boards to the JVD Multipurpose Educational Complex at a cost of Sixteen Thousand, Four Hundred and Twenty-nine US Dollars (US\$16,429.00).
 - ✓ A Motion was moved by SA and seconded by GR-F.
- Reviewed, discussed, and approved the recommendation of award in favour of Promethean Inc. for the supply of eleven (11) promethean boards to the JVD Multipurpose Educational Complex at a cost of Thirty Thousand, Eight Hundred US Dollars (US\$30,800.00).
 - ✓ A Motion was moved by SA and seconded by GR-F.

8. Programme Delivery Department

- Projects and CDB Update (RDA-23-75-05)

The Board:

- Noted the progress on Capital projects during this reporting period.
- Noted the progress on CDB projects during this reporting period.

9. Programme Strategy Department

- Strategy, Communications, Monitoring Update (RDA-23-75-06)

The Board:

- Approved the Draft Monthly Report for August 2023.
 - ✓ A Motion was moved by JS and seconded by SA.
- Noted the Public Feedback report on the Elmore Stutt High School.
- Noted the Community Liaison's Report.
- Noted the project status at Programme Strategy level for August 2023.

10. Support Services Department

- Human Resources, Administration and Organisation Update (RDA-23-75-07)

The Board:

- Noted the capacity building activities.
- Noted the current staffing status of the RDA.
- Noted that the recruitment for the position of Director of Programme Strategy concluded. Kinisha Forbes was the successful candidate, and her appointment became effective on 12th September 2023.

11. Finance Department

- Finance Update (RDA-23-75-08)

The Board:

- Noted the Financial Statements of the RDA as at 31 August 2023.
- Approved the request for drawdown #36, US\$850,000 for Capital projects and US\$200,000 for CDB projects held with the Virgin Islands Recovery Trust (the Trust).
 - ✓ A Motion was moved by MF and seconded by SS.
- Noted the funds raised from January through August 2023.

12. Any Other Business

- Acting CEO's Role

The Board:

- Met with and congratulated KF on her promotion to Director of Programme Strategy.
- Inquired of KF's view on her new role and the expectations to fulfil the Ag. CEO's role in the absence of the CEO.
- Noted that KF has been in her new role for 7 days and that she is aware that part of her new role entails acting as CEO when AM is absent. MS has served in the role and continues to do so as KF works through her new role, assigned team, and functions. With this, KF shared her preference to have MS continue her role as acting in this position, at least until the next Board Meeting, if the CEO is not back in office.
- Noted that MS and KF are working closely together, especially since MS acted as Director of Programme Strategy for a period, and this has been quite helpful as KF acclimates to the role.
- Thanked KF for attending the meeting and sharing her views on the Ag. CEO's role.
- Resolved that Ms. Maxine Stewart, the current Director of Finance, shall assume the role of Acting Chief Executive Officer effective 24th August 2023 until the return of Mr. Anthony McMaster.

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

- Requested that an Acting Allowance Policy be looked into for the Agency, if one is not in place.

- **Elmore Stoutt High School (ESHS) Plaque**

The Board:

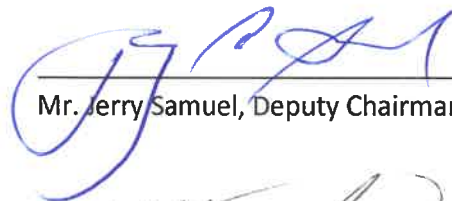
- Noted that the Agency is still awaiting the Ministry of Education's (MoE) approval to erect a plaque at the ESHS to recognise the donors for the re-development project.
- Noted that the last discussion on the same was held with the Honourable Premier, at the 72nd Meeting, who stated it would be looked into.
- Noted CEO McMaster's instructions, in June 2023 (based on authenticated minutes), to the Senior Managers to close the pursuit of MoE's approval on this, following months of seeking authorisation. To be discussed with CEO McMaster on his return.

13. Next Board Meeting

- 76th Board Meeting: 10:30 a.m. Thursday, 19th October 2023, at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.

Meeting adjourned at 1:27 p.m.

This is a true and correct record.


Mr. Jerry Samuel, Deputy Chairman

24/10/23
Date


Member of the Board

24/10/23
Date

