

**76th Meeting of the Board of the Virgin Islands Recovery and Development Agency
held on Tuesday, 24th October 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)
Mrs. Geraldine Ritter-Freeman (GR-F)
Mr. Anthony McMaster (AM and CEO)
Ms. Sharie-Ann M. Stapleton, (SMS and Board Secretary)

Members Absent

Mr. Alfred Alsop (AA)
Mr. John Cline (JC)

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 76th Meeting of the Board and GR-F provided the opening prayer.

2. Declarations of any Potential Conflicts of Interest

There were no declarations of a conflict of interest.

3. Action Points:

- i. CEO to provide information gathered from M. S's exit interview.
- ii. CEO to have the Internal Auditor prioritise the request linked to the review of the Conflict-of-Interest Policy.

4. Review of Minutes

- 75th Board Meeting Minutes from 21st September 2023.

✓ A Motion was moved GR-F and seconded by SA to adopt the minutes of the 75th Board meeting.

5. Matters Arising from Minutes/Action Points

- i. MS to have the Internal Auditor review the mitigation measures in place for the 94th Risk. **Completed. Risk was reduced to green.**
- 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. **Completed.**

6. Corporate Governance

- Risk Management Update (RDA-23-76-01)

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 and has been updated to note additional information about pension eligibility.
- Noted that the CEO has been actively working on solutions surrounding the 5-year mark for secondments, especially as it concerns 4 of 5 senior managers being impacted in the first quarter of the year 2024.
- Noted Risk 93, Completion delays with JVD Primary School. This risk continues as RED.
- Noted Risk 94, Segregation of Duties, which has changed to GREEN.
- Noted new Risk 95, Inherited Designs, which has been added to the RDA Risk Register as RED.
- Noted new Risk 96, No temporary facility at West End, which has been added to the RDA Risk Register as RED.
- Noted that the Agency has been working with the respective stakeholders to identify a location for the temporary ferry facilities.
- Noted new Risk 97, Lack of compliance with Cabinet Decision Memo 144/2022, which has been added to the RDA Risk Register as RED.

- Board Sub-committees Updates (RDA-23-76-02)

- Executive Committee

The Board:

- Noted that the Executive Sub-committee met on 12th October 2023 and discussed all decision matters being submitted for the 76th Meeting of the Board.

- Fundraising Committee

The Board:

- Reviewed and unanimously approved the recommendation [REDACTED]

- Audit and Risk Committee

The Board:

- Noted that a meeting is scheduled for 16th November 2023.
- Followed up on the request concerning the conflict-of-interest policy and noted that it should be provided at the 77th Meeting of the Board.

7. Procurement Department

- Procurement Update (RDA-23-76-04)

The Board:

- Noted the project spend as of 30 September 2023.
- Noted the status of current procurements.
- Noted the activities awarded under the CEO's delegated authority.

8. Programme Delivery Department

- Projects and CDB Update (RDA-23-76-05)

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-23-76-06)

The Board:

- Approved the Draft Monthly Report for September 2023.

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

- Noted the Community Liaison Report and Public Feedback on Eslyn Henley Richiez Project.
- Noted the project status at Programme Strategy level for September 2023.

- Noted Communications activity and analysis.

10. Support Services Department

- Human Resources, Administration and Organisation Update (RDA-23-76-07)

The Board:

- Reviewed, discussed, and approved an honorarium payment for M. S. for works executed linked to acting lead arrangements as Chief Executive Officer and Director of Programme Strategy, whilst carrying out usual duties.
 - ✓ A Motion was moved by SA and seconded by GR-F.
- Deferred the request for an ex-gratia payment for M.S. and requested that additional quantitative information be provided though discretionary. To be tabled at the 77th Meeting of the Board.
- Noted the current staffing status of the RDA.
- Noted that 3 of 5 seconded employees are at risk of losing their pensionable years with GBVI in accordance with the BVI Pension Act.
- Noted that one of the seconded employees have been formally asked to return to GBVI by March 29th, 2024.

11. Finance Department

- Finance Update (RDA-23-76-08)

The Board:

- Noted the Financial Statements of the RDA as at 30 September 2023.
- Noted that external Auditor, BDO (BVI) Limited has agreed to commence an interim audit for the period up to 30 September 2023.
- Approved the Director of Programme Strategy, K. Forbes, as an account signatory to the RDA's commercial bank accounts.
 - ✓ A Motion was moved by MM and seconded by SA.

12. Any Other Business

- An evening with the RDA

The Board:

- Noted that the demobilisation of the Evening with RDA's event was 100% completed. Noted that a company turned down the return of donated gifts.

- **Annual End of Year Celebration**

The Board:

- Noted that the Agency's end of year celebration is tentatively-scheduled for 8th December 2023. A final date and invitation will be provided to the Board once details are confirmed.

13. Next Board Meeting

- Extraordinary Meeting with Caribbean Development Bank: 10:00 a.m. Tuesday, 21st November 2023, at a venue to be determined.
- 77th Board Meeting: 10:30 a.m. Thursday, 30th November 2023, at VI Shipping Registry Conference Room, First Floor, Ritter House, Wickham's Cay II, Tortola BVI.

Meeting adjourned at 12:52 p.m.

This is a true and correct record.


Mr. Jerry Samuel, Deputy Chairman

30 November 2023
Date


Member of the Board

04/12/23
Date

