



**80<sup>th</sup> Meeting of the Board of the Virgin Islands Recovery and Development Agency  
held on Thursday, 21<sup>st</sup> March 2024 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. Shea Alexander (SA)  
Mr. Marquese Maduro (MM)  
Dr. Sauda Smith (SS)  
Mr. John Cline (JC)  
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. Michael Fay, KC (MF)

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

**1. Welcome and Opening Remarks**

- The Deputy Chairman welcomed members to the 80<sup>th</sup> 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 discuss resignation and conditions with CDR.
- ii. SA to provide the details of a potential donor with CEO for action/follow up.
- iii. CEO to circulate the Terms of Reference for the Social and Gender Safeguard Officer to the Members of the Board for their information.
- iv. CEO to circulate the role profile and job specifications for the merged position of Administration and Human Resources.
- v. CEO to have a further discussion with SMS on feasibility of agreement to withdraw resignation and reaching an agreement on remuneration.

**4. Review of Minutes**

- Minutes of the Extraordinary Board Meeting held on 15<sup>th</sup> February 2024

- ✓ A Motion was moved by SA and seconded by MM to adopt the minutes of the Extraordinary Board meeting.
- Minutes of the 79<sup>th</sup> Board Meeting held on 22<sup>nd</sup> February 2024.
  - ✓ A Motion was moved by MM and seconded by GR-F to adopt the minutes of the 79<sup>th</sup> Board meeting.

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

- vi. CEO to circulate the Terms of Reference for the Social and Gender Safeguard Officer to the Members of the Board for their information. **Actioned.**
- vii. CEO to consider the appointment of the Chairman being added as a risk. **Considered; all members are currently pending renewal.**

**6. Corporate Governance**

- Risk Management Update (RDA-24-80-01)

The Board:

- Noted Risk 101, Expiry of Board appointments. This risk has been escalated to RED.
- Noted that Premier’s Office has been actively working on the Board appointments, awaiting a formal correspondence on the same.
- 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 102, Underutilisation of RDA. This risk continues as RED.
- Noted Risk 96, No temporary facility at West End. This risk has been deescalated to YELLOW.

- Board Sub-committees Updates (RDA-24-80-02)

- Executive Committee

The Board:

- Noted that the Executive Sub-committee met on 14<sup>th</sup> March 2024 and discussed all decision matters being submitted for the 80<sup>th</sup> Meeting of the Board.

- Fundraising Committee

The Board:

- Noted that the Sub-committee met on 8<sup>th</sup> March 2024, to discuss the recruitment of a new Fundraising manager amongst other matters.
- Noted that the next meeting has been scheduled for April 2024.

- **Audit and Risk Committee**

The Board:

- Noted that the subcommittee met on 7<sup>th</sup> March 2024.
- Noted that the Internal Auditor is reviewing the Conflict of Interest and Work from Home policies to ensure that they are in line with the requirements of the Auditor's Report.

## **7. Internal Audit Department**

- **Internal Audit Update (RDA-24-80-03)**

The Board:

- Noted the status of the Open Deficiency Items.
- Noted the completion status of the Procurement – Tenders Audit.
- Noted the completion of the final review of the Work from Home and Conflict of Interest Policies by the Internal Auditor, which will be presented for approval by Human Resources.
- Noted the status of the 2024 Audit Plan.

## **8. Procurement Department**

- **Procurement Update (RDA-24-80-04)**

The Board:

- Noted the project spend as of 29 February 2024.
- Noted the status of current procurements.
- Noted the activities awarded under the CEO's delegated authority.
- Noted that the tenders for the Rehabilitation of RDA Pier Park Office Space would be closing on 22<sup>nd</sup> March 2024. With this, the evaluations are being arranged to be completed swiftly for submission to the Board for a Round Robin Decision.

## **9. Programme Delivery Department**

- **Projects and CDB Update (RDA-24-80-05)**

The Board:

- Noted the progress on Capital projects during this reporting period.
- Noted the progress on CDB RRL Funded projects during this reporting period.
- Noted the Community Liaison Officer Report.

## **10. Programme Strategy Department**

- **Strategy, Communications, Monitoring Update (RDA-24-80-06)**

The Board:

- Noted the updated Strategic Plan 2024-2026.
- Noted the Draft NSDP Infrastructure Plan.
- Noted the project status at Programme Strategy level to February 2024.
- Deferred the recommendation to formally end the contract with WSP to the 81<sup>st</sup> Meeting of the Board.
- Approved the Draft Monthly Report for February 2024.
- ✓ A Motion was moved by SA and seconded by MM.
- Noted Communication activity and analysis.

## 11. Support Services Department

- Human Resources, Administration and Organisation Update (RDA-24-80-07)

The Board:

- Approved the Remote Working Policy 3.0.
  - ✓ A Motion was moved by MM and seconded by SA.
- Approved the Conflict-of-Interest Policy 2.0.
  - ✓ A Motion was moved by MM and seconded by SA.
- Approved the Declaration of Private Interests Form 2.0.
  - ✓ A Motion was moved by MM and seconded by SA.
- Reviewed and discussed the recommendation to extend Ms. C. Dickson's remote work agreement.
- Unanimously disapproved the extension of remote working for Ms. C. Dickson-Ramnarine for an additional period of four (4) months.
- Decided that CDR's resignation should be discussed to determine a suitable timetable for deliverables and feasibility of a four (4) months' notice for deliverables completion.
  - The CEO to have a discussion with CDR on these conditions.
- Members accepted the CEO's request to withdraw the request to rescind the decision on merging the Head of Human Resources and Head of Administration into one position. The position will continue to be merged.
- Noted that the job profile and grading have to be developed for the merged positions of Head of Administration and HR.
- Noted that S. Stapleton has submitted her resignation to end her secondment with the RDA.
  - The CEO to have a further discussion with SMS on feasibility of agreement to withdraw resignation and reaching an agreement on remuneration.
- Noted the capacity building activities.
- Noted the update on the seconded employees.
- Noted the Remuneration Policy Implementations

- Noted the current staffing status of the RDA.
- Human Resources, Administration and Organisation Update (RDA-24-80-07A)

The Board:

- Approved the secondment/reassignment of Mr. J. Hodge to the RDA.
  - ✓ A Motion was moved by SA and seconded by MM.

**12. Finance Department**

- Finance Update (RDA-24-80-08)

The Board:

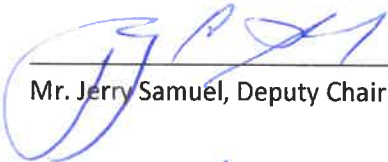
- Noted the Financial Statements of the RDA as at 29<sup>th</sup> February 2024.
- Noted the Annual Audit status for the financial year to 31 December 2023.
- Approved the request for drawdown #39, US\$589,648 for Capital projects held with the Virgin Islands Recovery Trust (the Trust).
  - ✓ A Motion was moved by SA and seconded by JC.

**13. Next Board Meeting**


- 81<sup>st</sup> Board Meeting: 10:30 a.m., Thursday, 18<sup>th</sup> April 2024, at VI Shipping Registry Conference Room.

*Meeting adjourned at 1:41 p.m.*

This is a true and correct record.

  
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 Mr. Jerry Samuel, Deputy Chairman

18/4/24  
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 Date

  
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 Member of the Board

18/4/24  
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 Date

