



## Decision List BC Meeting March 10, 2026

<b>Subtitle</b>	Weekly BC meeting
<b>Date</b>	03/10/2026
<b>Time</b>	9:00 – 12:00
<b>Location</b>	Courtroom
<b>Chair</b>	Governor Johnson
<b>Attendees</b>	Jonathan Johnson and Bruce Zagers
<b>Absentees</b>	Eviton Heyliger

### 1.0.0 Welcome

### 2.0.0 Minutes

*Attachment:*

BC Meeting Minutes 03-03-2026

BC Minutes 08.2026

*Decision:*

BC Minutes Approved.

### 3.0.0 Discussion Papers

#### 3.0.2 Building permit Avocado Street 1 Windwardside

On February 6, 2026, a building permit application was submitted for a bus stop and an ATM location with a combined area of about 18 square meters. The location is on a parcel of land as described in certificate of admeasurement 21/2005 with address Avocado Street 1, Windwardside. All documents have been reviewed by the department. The application for the building permit is in compliance with the applicable building regulation. Construction of the building must be according to the documentation submitted with the building permit application.

*Decision:*

BC Proposal Approved.



### 3.0.3

#### **Building permit Booby Hill Road 35 Windwardside**

On January 29, 2026, a building permit application was submitted for a cottage with a combined area of about 82 square meters. The location is on a parcel of land as described in certificate of admeasurement 12/1990 with address Booby Hill Road 35, Windwardside. Additionally required information was submitted by the requester on March 3, 2026. All documents have been reviewed by the department. The application for the building permit is in compliance with the applicable building regulation. Construction of the building must be according to the documentation submitted with the building permit application.

*Decision:*

BC Proposal Approved.

### 3.0.4

#### **Diamond PR 2026 Retainer**

Since 2023, the Saba Tourist Bureau has engaged the services of Diamond Public Relations for the North American Market. The services provided have proved to be invaluable and have supported Saba with increased awareness for our primary source market for visitors. This year, Saba has already been featured in prestigious media publications such as the New York Times 52 places to go, Conde Nast Traveller, Afar and others.

For 2026, the retainer fee is USD \$60,000 plus an additional \$3,000 for shared office expenses monthly clipping services (which make up the largest portion), as well as database access and other tools. Travel expenses for press are not included in the retainer amount.

Diamond PR has already submitted their Public Relations Plan for 2026 which includes:

- Attending IMM with the Saba Tourist Office
- Three group press trips. The first is already scheduled for March
- One or two individual visits
- Pitching and storytelling
- Broadcast and Youtube opportunities that capture the island's unique character and offerings
- Awards
- Campaigns focusing on three themes: Saba Naturally, Renewed by Nature and the Heart of Saba.

The retainer will be paid in one instalment and the budget is available.



*Decision:*

BC Proposal Approved.

### 3.0.5

#### **Document Custody Transfer**

This business case proposes formalizing the custodial arrangement between the *Office of Kadaster on Saba* and the *Archives Department of the Public Entity Saba* concerning two vital historical registers of national heritage significance:

1. *Het Vendueboek van Saba (1816–1876)*
2. *De Index met Akten van Manumissie van Slaafgemaakten (1852–1865)*

The proposed arrangement ensures the long-term safekeeping, archival integrity, and accessibility of these records within Saba pending any future transfer to the *Nationaal Archief* in the Netherlands. This interim custodial transfer aligns with international archival preservation standards and national heritage protection mandates.

*Decision:*

BC Proposal Approved.

### 3.0.7

#### **Hardware OLS**

Over the past few weeks, ICT has met with the different departments to discuss their hardware needs for the upcoming year. These needs include monitors, laptops, tablets, mice, keyboards, headphones, and other essential equipment required to ensure that each department can function efficiently without technical interruptions.

We have reached out to Keijzer for quotations. The supplier provided 14 separate quotes, each reflecting the specific requests of the individual departments. The purpose of separating the quotes per department is to clearly identify how much is being spent on ICT equipment for each department.

The total amount across all 14 quotes is \$93,781. When divided equally, this represents an average of approximately \$6,700 per department. However, it is important to note that some departments requested minimal equipment, while others required more due to the size and operational demands of the department



*Decision:*

BC Proposal Approved.

### **3.0.8 ICT Centralized Subscription Management Plan 2026**

As the year 2026 begins, similar to last year, many applications have moved to cloud-based platforms, which means they now require subscriptions. Starting this year and moving forward, ICT would like to have greater control over these applications by centrally managing them and handling all related subscriptions.

This approach will ensure that subscriptions are not scattered across the organization and will help us clearly track how much is being spent annually. In addition, ICT will be able to properly manage all applications, ensure they are compatible with our systems, and confirm that they meet our security guidelines and standards.

*Decision:*

BC Proposal Approved.

### **4.0.0 Formalities and Action list**

### **5.0.0 Incoming request/documents (on paper)**

### **6.0.0 Announcements**

Governor Johnson

Commissioner Zagers

Island Secretary Streppel

### **7.0.0 Signing**

### **8.0.0 Closing**