



**Executive Committee Meeting
June 15, 2022
Meeting Minutes**

Attendance

Lesa Boettcher
Barbara Giles
Emily Hanna
Stephen Koontz
Erin Hearn

Welcome and approval of May minutes

Barbara welcomed attendees and minutes were approved with the addition that Lesa suggested adding to open forum a discussion at the May 19, 2022 steering committee about how to use the HWOTC funds.

Working Groups Updates

Enhance and Restore

OCPS Tech College letter

The committee agreed that it's best not to come from a single entity. Lesa mentioned that it should be clear it is from HWOTC and not HWO. The idea of creating a HWOTC@bikewalkcf email account was discussed and how it will be used in future. Emily also met Scott, OCPS Chief Communications Officer and informed him of the letter.

Communications & Events and Safety

Oct 1 Kick-off event

Lesa shared if no one had objections to October 1 Save the Date for the Take Over the Trails event that she would begin planning the day of timeline. Location is still TBD. There was discussion about vendors and sponsorships. They agreed to put it out to Steering Committee to determine how outside vendors and groups will be asked to join. BWCF will provide their Bike 5 Cities sponsorship package to use in next year's planning. HWO will be sponsor for this first year event.

Safety Survey

The two committees met and finalized survey. Next steps will be getting the survey out to the public. The committee agreed the survey window should be at least 2 weeks and no more than a month with possibly not giving a deadline to make it appear more urgent to complete.

Design & Connections

Emily shared update on MetroPlan Bike/Ped staff Nick Lepp leaving and is being replaced Alex Trauger (on D & C committee). She plans on meeting with them both. She also shared that she

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will be attending upcoming SS4 Grant webinars to learn more about funding opportunities for next year. Lesa asked if the committee has grant writer and Emily mentioned East Central Florida Regional Planning Council (ECFRPC) may come on to support in grant writing and GIS.

Emily shared that the group met and agreed with recommendations presented in the letter to OCPS Tech. She created the framework and is researching best practices for the design document. Emily shared that she signed a license agreement with Wave (no fee) and that Gavin is set up to use. He will be reaching out to cities as he maps and will go over these at next meeting July 12th. The group introduced the project prioritization and ranking criteria. Cedric has stepped in to be vice-chair while Ginger is out due to personal matters. Representation from Orange County Transportation has been added to the committee and talk of possibly to the Steering Committee as well.

Prioritization and strategy for fund usage discussion

Lesla shared that HWO's Controller, Pat will be at July meeting to give financial update. This meeting will be open for all to attend. Executive Committee is recommending September meeting be a workshop with Pat attending also, to discuss financials and where the fund is at 9 months.

Action Items

- Kayla BWCF to set up HWOTC@bikewalkcf.org email account with access to all Exec. Committee to send out letter to OCPS School Board
- Emily add HWOTC Public Sharepoint site to all members
- Lesa to explore getting name plates for Steering Committee meetings
- Barbara to bring/share B5C Sponsorship package to look over
- Emily to send out OCPS Tech College letter with all signatures to group end of this week or early next week
- Barbara will send Safety survey preview link to attendees of last Steering Committee meeting
- Barbara will give Events & Communications at August meeting update – Lesa will be gone
- Barbara to adjust Sept. meeting invite 10:30am-12:30pm

Next meeting date: Executive Committee – July 20, 2022

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