



Attendance

Name	Affiliation	In-person	Online	Absent
K. Ardaman	West Orange Healthcare District		X	
L. Boettcher	Foundation for a Healthier West Orange		X	
S. Koontz	Town of Oakland			X
E. Hanna	Bike/Walk Central Florida			X
P. Panza	Bike/Walk Central Florida		X	

Welcome and Introductions

Patrick Panza welcomed meeting attendees and performed roll call.

Approval of Minutes

November meeting minutes were not distributed via email for review; they will be reviewed at a later date.

HWOTC Scope for FY23

The Committee reviewed the draft scope and recorded revisions, comments, and follow-up items in document.

L. Boettcher requested that the finalized FY23 Scope and the 2022 HWOTC Year One Report be included in February 2023 Steering Committee meeting materials.

2023 Executive Committee Meetings Schedule

The Committee decided to maintain the 3rd Wednesday of each month as the meeting schedule and requested that BWCF send out recurring meeting invitations for 2023.



Working Group Updates

Postponed to January 2023 meeting.

Upcoming Events and Meetings

Next Executive Committee meeting will take place on Wednesday January 18, 2023.

Next Steps

Important Dates:

- **TAKE OVER THE TRAILS DAY – February 17, 2023**
- **Steering Committee meeting: Thursday, February 16, 11 a.m. at HWO**
- Working Group meetings:
 - Safety: 2nd Thursdays of each month 4:30 p.m. (virtual)
 - Communications & Events: November 30th at 11am (virtual)
 - Design & Connections: 2nd Tuesdays of each month at 11am (virtual)
 - Enhance & Restore: TBD
- Executive Committee meetings: 3rd Wednesdays of each month at 10:30am (hybrid)

Meeting adjourned.