



Attendance

Name	Affiliation
<i>In-person</i>	
L. Boettcher	Foundation for a Healthier West Orange
T. Swanson	Foundation for a Healthier West Orange
K. Ardaman	West Orange Healthcare District
R. Richter	Gotha Rural Settlement
G. Corless	City of Ocoee
T. Moore	Town of Windermere
J. Dunn	FOLA
B. Sorg	City of Winter Garden
K. Carson	City of Winter Garden
S. Larson	MetroPlan Orlando
L. Anderson	FDOT
M. Jose	Orange County Parks & Recreation
E. Pickett	Bike/Walk Central Florida
E. Hanna	Bike/Walk Central Florida
P. Panza	Bike/Walk Central Florida
<i>Online</i>	
N/A	

Welcome and Introductions

P. Panza welcomed Steering Committee members and meeting attendees.

Approval of Minutes

ACTION: L. Boettcher made a motion to approve the May 2023 Steering Committee minutes; T. Moore seconded the motion. **Motion passed unanimously.**

Steering Committee Membership Update: Town of Oakland

- P. Panza informed that the new voting members from the Town of Oakland are:
 - Andy Stewart, Town Manager (primary)
 - Elise Hui, Town Clerk (alternate)



HWOTC Trail Projects Grant

- P. Panza reviewed the HWOTC Trail Projects preliminary timeline.
- L. Boettcher suggested a motion that the Steering Committee should empower the Executive Committee to move the funds into a safer investment strategy once the funds come back to their \$5 million mark.
 - **ACTION:** T. Moore made a motion to allow the Executive Committee to move the HWOTC facilitation funds into a safer investment strategy once the fund totals \$5 million. K. Carson seconded the motion. **Motion passed unanimously.**
- P. Panza continued the trail projects grant discussion by reviewing the grant application guidelines, priorities and grant scoring rubric.
- K. Ardaman suggested the Steering Committee review the grant agreement before execution. The Steering Committee agreed this could be done electronically to save time.
- K. Ardaman also suggested modifying #7 on the project priorities to include Cultural and Historical trail engagement
- T. Swanson asked for clarification of the difference between award vs. Submission and suggested allowing multiple submission deadlines but only one award cycle for simplicity.
- G. Corless suggested including additional information to the application:
 - Municipal ownership
 - Partnerships and letters of support
 - Suggested maintenance schedule
- Members discussed the suggestion of breaking up the facilitation fund to include “mini grants” providing HWOTC Working Groups the opportunity to apply funding to direct needs in their work.
 - K. Carson suggested defining that process further.
 - K. Ardaman suggested utilizing sponsors for smaller projects.
- T. Swanson suggested identifying additional funding strategies and larger grants for which the HWOTC implementation funds could be leveraged as matching funds.
 - Discussion ensued; members agreed that BWCF staff should compile and prepare guidance information specific to the SUN Trail funding program for the benefit of HWOTC members.

HWOTC Community Outreach Plan

- P. Panza reviewed the proposed framework for the HWOTC Trail Blazers Challenge. An overview was provided which details the tentative dates and events of outreach efforts, and the prize raffle program for the Trail Blazers Challenge and Take Over the Trails Day.



- P. Panza discussed the development of outreach material and the shared resources with Orlando Health and Florida Ped/Bike Resource Center.

HWOTC External Communications Plan

- P. Panza reviewed the next steps for the External Communications Plan for HWOTC. Asked the partners to identify the goals of the plan.
- G. Corless stated the goal should be to tell the general public the group exists and the type of work we are accomplishing. Suggested an appropriate order of communications, first corporate attraction, then public activation.
- L. Boettcher suggested external communications could come from two groups, BWCF for building momentum with private sponsors and the Foundation for the activation and utilize existing base to share events and trail activation schedule.
- T. Moore suggested combining those efforts and creating a monthly toolkit to allow all partners to share the information across all their platforms, expanding reach.
- L. Boettcher noted the Events and Communications working group could create the toolkit and social media messaging for the partners each month.

Working Groups Reports

- P. Panza provided activity updates for each HWOTC Working Group:

Communications & Events

- Internal Communications: Positive feedback to date
- Trail Blazers Challenge: Events identified.
- 2024 Take Over the Trails Day: February 22nd, 2024

Design & Connections – P. Panza

- Trailside Development Guidelines: Trailside Development Success stories survey underway
- Next steps; finalize existing conditions, then policy review and development of recommendations.

Enhance & Restore

- Ingram Road Trailhead tree planting complete
- Evaluate trail amenity and pavement marking restoration near West Road Underpass



Safety

- July 7, 2023 Trail Safety Audit complete. Took place from Killarney Station to Oakland Nature Preserve. 12 participants, 26 observations and comments.

New Business

- None discussed.

Other Business

- None discussed.

Upcoming Events and Meetings

Important Dates:

- Steering Committee Meeting: November 16, 2023
- Executive Committee Meeting: 3rd Mondays at 4:00pm (virtual)
- Working Group Meetings
 - Communications & Events: 2nd Wednesdays at 11:00 am (virtual)
 - Design & Connections: 2nd Tuesdays at 11:00 am (virtual)
 - Enhance & Restore: 1st Thursday of each month at 10:00 a.m. (virtual)
 - Safety: 2nd Thursdays at 4:30 pm (virtual)