



March 28, 2024
11:00 am to 12:30 pm
1200 E Plant St, Winter Garden, FL
Steering Committee
Meeting Agenda

- I. Welcome and Introductions
- II. November 2023 meeting minutes
 - a. **Action 1 Requested:** Member vote to approve minutes
- III. FY24 Program Management & Facilitation Funding Agreement (no action requested)
 - a. Summary of FY24 Scope
- IV. HWOTC Trail Project Grant Program: Proposed Components 2nd Review
 - a. Grant Categories & Requirements
 - i. **Action 2 Requested:** Member vote to approve categories and requirements.
 - ii. **Action 3 Requested:** Member vote to approve funding apportionment. Executive Committee recommendation is to approve \$500k for Small Projects and reserve apportionment of Direct Matches and Leveraged Partnerships categories to future Steering Committee grant application review & selection processes.
 - b. Application Form
 - i. **Action 4 Requested:** Member vote to approve application form questions.
 - c. Application Review Process
 - i. **Action 5 Requested:** Member vote to approve application review process, including milestones and durations.
 - d. Project Evaluation & Prioritization
 - i. Steering Committee members voted to approve evaluation and prioritization rubric on November 17, 2022.
- V. HWOTC 2023 Annual Report
 - a. Please review the 2023 Annual Report in advance of the meeting.
 - b. **Action 6 Requested:** Member vote to accept the report deliverable.
- VI. HWOTC Trailside Development Design Guidelines
 - a. Please review the document in advance of the meeting. In preparation of the action requested, please pay special attention to Trail Context Classifications (Chapter 3) and the stated Goals, Objectives, and Strategies (Chapter 4).
 - b. **Action 7 Requested:** Member vote to approve Chapter 3 Trail Context Classification and Chapter 4 Goals, Objectives, and Strategies, allowing BWCF staff, the Design & Connections Working Group, and the Executive Committee to collaborate on finalization of the document.
- VII. Working Group Updates
 - a. Updates and 2024 activity outlooks.
- VIII. New Business
 - a. Please contact Patrick Panza at patrick@bikewalkcf.org if you would like to add an item for discussion as New Business.
- IX. Other Business

HWOTC Mission: To collaborate in the shared goal of promoting, activating, and enhancing the trail system to create opportunities for physical activity, social engagement, prosperity, and happiness.



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- X.** Upcoming Events and Meetings:
- a. Steering Committee Meeting:
 - i. June 27, 2024 – 11:00 a.m. to 12:30 p.m. (1200 E Plant Street, Winter Garden, FL)
 - b. Executive Committee Meeting:
 - i. 3rd Mondays at 4:00 pm (virtual)
 - c. Working Group Meetings
 - i. Communications & Events:
 - 1st Wednesdays at 11:00 am (virtual)
 - ii. Design & Connections:
 - 1st Tuesdays at 11:00 am (virtual)
 - iii. Enhance:
 - 1st Thursdays at 4:00 p.m. (virtual)