



## Attendance

| Name           | Affiliation                                   | In-person | Online | Absent |
|----------------|---|-----------|--------|--------|
| K. Ardaman     | West Orange Healthcare District (WOHD)        |           |        | X      |
| P. Brown       | Foundation for a Healthier West Orange (FHWO) |           | X      |        |
| G. Corless     | City of Ocoee                                 |           |        | X      |
| K. Carson      | City of Winter Garden                         |           | X      |        |
| E. Bush        | Bike/Walk Central Florida (BWCF)              |           | X      |        |
| P. Panza       | Bike/Walk Central Florida (BWCF)              |           | X      |        |
| G. Bunton      | Bike/Walk Central Florida (BWCF)              |           | X      |        |
| A. Strasshofer | Bike/Walk Central Florida (BWCF)              |           | X      |        |

## Welcome and Introductions

Patrick Panza welcomed attendees and noted attendance.

## Approval of Minutes

**Since quorum was not met, minutes for June’s meeting were not approved. These were distributed by email for approval on July 24.**

## FY25 Program Management & Facilitation

- P. Panza provided the committee with an update on the scheduling of partner sustainability workshops; communications have been sent out to Winter Garden and Ocoee, with Winter Garden scheduling theirs for July 24.

## Trail Grant Program

- P. Panza and A. Strasshofer introduced the draft document of the communication strategy for the trail grant program, and A. Strasshofer reviewed the contents with the committee.

## Trailside Development Guidelines



- P. Panza reiterated that discussion on the implementation of the Trailside Development Guidelines will be included in the partner sustainability workshops before stating that the eventual creation of a communication plan for sharing the story and contents of the Trailside Development Guidelines will reflect the structure of the Trail Grant Program communication plan.

## **Working Group and Project Updates**

### Communications & Events

#### 2024 Trail Safety Survey

- P. Panza provided an update on responses for the survey and described upcoming additional efforts to engage Partners in sharing the survey using the communications toolkit.

### Design & Connections Working Group

#### Trailside Development Design & Policy Guidelines Update

- P. Panza reviewed the Gaps & Opportunities StoryMap that xGeographic was contracted to create with the committee, explaining that the working group is beginning its own review of the StoryMap and determining how to use it for their efforts.

### Enhance Working Group

#### Q4 Activities Plan

- P. Panza briefly reviewed the future activities being planned by the Enhance working group.



## **New Business**

- A new reports library has been added to the HWOTC Sharepoint.

## **Other Business**

None discussed.

## **Upcoming Events & Meetings**

- Steering Committee Meeting: September 26, 2024, 11:00am to 12:30pm (in person)
- Executive Committee Meeting: August 19, 2024 (virtual)
- Working Group Meetings:
  - Communications & Events: 1<sup>st</sup> Wednesdays at 11:00 am (virtual)
  - Design & Connections: 1<sup>st</sup> Tuesdays at 11:00 am (virtual)
  - Enhance: 1<sup>st</sup> Thursdays at 4:00pm (virtual)

## **Meeting Adjourned at 5:02 PM**