



Attendance

Name	Affiliation
<i>In-person</i>	
T. Swanson	Foundation for a Healthier West Orange
P. Brown	Foundation for a Healthier West Orange
K. Carter	Foundation for a Healthier West Orange
K. Carson	City of Winter Garden
A. Stewart	Town of Oakland
R. Richter	Gotha Rural Settlement
N. Wilson	Orange County BCC
A. Albino	Orange County District 1
A. Morgan	Kittelsohn & Associates
S. Larsen	MetroPlan Orlando
G. Bunton	Bike/Walk Central Florida
P. Panza	Bike/Walk Central Florida
E. Bush	Bike/Walk Central Florida

Welcome and Introductions

- P. Panza welcomed Steering Committee members and meeting attendees

October 2024 meeting minutes

- *Pat Brown motioned to approve the October 2024 meeting minutes. Kelly Carson seconded. Motion passed unanimously.*

Working group updates

- Patrick Panza explained that working group updates would be provided at the start of Steering Committee meetings from this point forward and reviewed the formation of the Trail Network Development Working Group as well as the activities of this group and the existing Enhance Working Group since the last Steering Committee meeting.



Grant Program – application review

- The Steering Committee reviewed the small grant application submitted by Oakland Nature Preserve for \$2,000 and discussed the elements of the application and the working group's review and recommendation. The Committee dissented from the working group's recommendation for approval with conditions, finding the conditions unnecessary.
 - *Kelly Carson motioned to recommend approval for SP-01 as submitted. Andy Stewart seconded the motion. Motion passed unanimously.*
- During the review, the Committee had tangentially related discussions confirming that volunteer hours can have a calculated monetary value and be counted as in-kind contributions and confirming that there is no minimum request amount for the small grant category.

Grant Program – Direct Match & Leveraged Partnership grant categories

- Patrick Panza confirmed that the plan to launch the direct match and leveraged partnership grant categories in March 2025 was still in place before reviewing the SunTrail loops identified in xGeographic's trail gap analysis with the Committee and discussing how it could be used to advance HWOTC's mission.
- The committee decided that direct match and leveraged partnership projects should align with the vision of creating trail loops that connect to the SunTrail network.
 - *Andy Stewart motioned to keep small grants as-is and align leveraged partnership and direct match grants to the HWOTC SUN Trail Loop plan. Seconded by Kelly Carson.*
 - Tracy Swanson proposed amending the motion to adopt the vision and not the specific alignment of the proposed loops - that they can be modified.
 - *Andy Stewart amended the motion. Kelly Carson seconded. Motion passed unanimously.*

Other business



- Sarah Larsen proposed creating a required minimum amount of TNDWG reviewers for each application for the project to move on to the EC+SC.
 - *Kelly Carson motioned to set a 4-reviewer minimum in the Trail Network Development Working Group on grant applications for the working group to forward a recommendation. Seconded by Pat Brown. Motion passed unanimously.*

Meeting adjourned 12:49 PM