



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	
R. Richter	Gotha Rural Settlement		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	

Welcome and Introductions

- I. Patrick Panza welcomed attendees and noted attendance.

Approval of Minutes

- II. *P. Brown motioned to approve the November Executive Committee minutes, seconded by K. Carson. Motion carried.*

Agenda Items

- III. Facilitation
 - a. Funding Agreements
 - i. The Executive Committee was informed that all funding agreements have been finalized.
 - b. Membership
 - i. The Executive Committee was informed that A. Whitfield from Ocoee has moved on to another position and a new alternate member is needed.
 - c. Calls to Action
 - i. Reminder that HWOTC is open to new members and requests for grant programs to research for partners.
- I. Trail Network Development
 - a. Trail Grant Program
 - i. The Executive Committee was informed that the City of Ocoee has submitted a small grant application for \$100,000 in support of a rail to trail project.



- b. Trail Network Study: P. Panza presented the draft RFP for the Priority Trails Network Study.
 - i. Discussion was held about multiple elements in the RFP that required the Executive Committee's input, including:
 - 1. Where to post addenda
 - 2. The advertising window
 - 3. Questioning window
 - 4. Selection timeline
 - 5. Project start and end dates
 - 6. Contract execution timeline
 - 7. Inclusion of a project budget
 - 8. Inclusion of page limit
 - 9. Selection criteria
 - ii. K. Ardaman was unable to attend the full meeting and will receive a copy of the meeting notes so he can provide his comments via email.
 - c. Trail Project Support
 - i. The Executive Committee was informed of a discussion held with Windermere about trail projects and how HWOTC's grant program can help.
- II. New Business
- a. None discussed.
- III. Other Business
- a. Both the June and September Steering Committee meetings need to be rescheduled.
- IV. Upcoming Events and Meetings:
- Steering Committee Meeting: March 26, 2026, 11:00am to 12:30pm (in-person)
 - Executive Committee Meeting: March 16, 2026 (virtual)
 - Trail Network Development Working Group: February 3, 2026, 4:00pm to 5:00pm (virtual)

Meeting Adjourned at 5:11 PM