



# Keep Winter Park Beautiful & Sustainable Advisory Board Regular Meeting Minutes

December 16, 2025 at 11:45 AM

City Hall Commission Chambers  
401 S. Park Avenue

## **Present**

Becky Distad, John Page, Zeina Matar-Ghantous, Susy Scarlatos, Tom Mould

## **Absent**

Terry Hotard, Kathy Chonody

## **Staff Present**

Director of Natural Resources & Sustainability Gloria Eby, Sustainability Manager Sara Miller, Sustainability Specialist Nicole Marshall, Administrative Coordinator Victoria Tabor

### **1. Call to Order**

The meeting was called to order at 11:47 am. The decorum statement was read.

### **2. Approval of Minutes**

- a. Minutes of November 5, 2025

**Motion made by Mr. Page to approve the minutes, seconded by Mr. Mould.  
Motion carried unanimously with a 5-0 vote.**

### **3. Public Comments (for items not on the agenda)**

### **4. Action Items**

- a. Winter Park Seed Library Funding — Jennifer Russo, Community Outreach Librarian

Ms. Marshall introduced Jennifer Russo from the Winter Park Library and outlined the board's donations supporting the Winter Park Seed Library. Ms. Russo-Schrader expressed gratitude for the support and provided further details about the program, which is among the library's most popular initiatives. The library offers 10 varieties of seeds, three times a year—fall, winter, and spring. With the funding, a gardening program for children at the community center operates, and seniors have expressed interest in a garden plot. Thanks to increased funding, the library has raised the seed packet count from 300 to 400 for each variety and improved seed quality.

**Motion made by Ms. Distad to approve library seed funding in the amount of \$3,300.00; seconded by Mr. Page. The motion carried unanimously by a 5-0 vote.**

A suggestion was made to collect the data on the most popular seed variety.

b. 2023 Sustainability Action Plan Report Card Final

The final draft of the Sustainability Action Plan report card was displayed with positive comments.

**The board unanimously approved the Sustainability Action Plan Report Card with nods of agreement.**

**5. Non-Action Items**

a. OCPS Green Schools Awards Banquet Certificate Presentation

Ms. Miller presented the Orange County Public School (OCPS) Green Schools Awards Banquet certificate in recognition of the partnership with OCPS. A photograph was taken to share on social media.

**6. Staff Updates**

a. Natural Resources & Sustainability

Food Insecurity Update – Ms. Miller highlighted key points on the food insecurity update. The slide listed organizations and partnerships that support food donations and address food insecurity. This item was included in the agenda packet for further review.

Utility Box Maintenance Update - Ms. Eby stated there is no new information on the utility box maintenance. Facilities will provide the GIS layer that prioritizes maintenance activities related to the boxes. She also highlighted the board's effort in keeping Winter Park beautiful to the Utilities Advisory Board.

KWPB&S Note Card Update - The nature note cards are available at events, and the purchase link is live on the website <https://cityofwinterpark.org/departments/natural-resources-sustainability/sustainability-division/community-partners/>. Alternatively, you can email [sustainability@cityofwinterpark.org](mailto:sustainability@cityofwinterpark.org) to order.

b. Upcoming Events

Boat Parade & Watch Party — Saturday, December 13th 5–7 pm @ Dinky Dock

Merry Tuba Concert — Saturday, December 20th 1 pm @ Central Park

Ms. Marshall notified the board about a volunteer event with AdventHealth University Service Day in November. The team of 84 volunteers was divided into two groups; the first collected 134 pounds of trash and removed invasives amounting to 300 gallons at Howell Branch Preserve. The second group removed 800 gallons of invasives at Mead Gardens.

Ms. Miller provided a brief overview of the boat parade turnout, while Ms. Eby shared the results of the winners.

**7. Board Comments**

Ms. Matar-Ghantous commented that the hazardous waste event was well planned and executed.

- a. Green Minutes
- b. New Business/Announcements

**8. Upcoming Agenda Items**

- a. Discussion of Upcoming Agenda Items

**9. Adjournment**

The meeting adjourned at 12:10 p.m.

Approved by the board on January 20, 2026  
/s/ Bahiyah Layton, Board Coordinator