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**9th Annual State of Delaware Hazardous Materials Training Workshop**

**Planning Committee Meeting #2**

**Mill Creek Fire Station 21**

**Wednesday, September 9, 2015**

**2:30 PM – 4:30 PM**

**Agenda**

1. Call to Order
2. Meeting agenda approval
3. Previous meeting minutes approval
4. 8th Workshop speaker payment update
5. Status of Sponsor/Exhibitor September 9th email launch
6. Non-paying exhibitors (OSHA, PHMSA, TRANSCAER)
7. Review of action items from 08/13/2015 meeting
8. Review, refine and approve draft 2016 Program
9. Workshop promotional items discussion
10. Registration launch date projection
11. Any other business
12. Next meeting date
13. Adjournment