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

**Planning Committee Meeting #2**

**Mill Creek Fire Station 21**

**Wednesday, September 09, 2015**

**2:30 PM – 4:30 PM**

**Meeting Minutes**

**Voting Members Present:**

1. Dave Anderson 9. Bill Kelly
2. Jamie Bethard 10. Rebecca Keyser
3. Jerry Brennan 11. David Mick
4. Ken Cenci 12. Jake Morente(phone)
5. Avery Dalton 13. Beth Neumane
6. Mark Dolan 14. Charles Stevenson
7. George Giles
8. David Irwin

**A quorum was present**

**Non-voting Members Present:**

 Dave Carpenter

**Other Participants:**

 TSgt Miranda Mal (phone)

**Meeting was called to order by Co-chair Irwin at 2:32 PM.**

1. Approval of the Agenda:

Co-chair Irwin requested a motion to approve the agenda. Motion to approve the agenda as published made by Beth Neumane, seconded by Ken Cenci. No discussion on the matter. Motion was unanimously adopted.

1. Meeting Minutes Approval:

Co-chair Irwin requested a motion to approve the August 13, 2015 meeting minutes. Motion to approve the minutes as published made by Ken Cenci, seconded by Dave Anderson. No discussion on the matter. Motion was unanimously adopted.

1. 8th Workshop speaker payment update:

Avery Dalton reported that all instructor fees and expenses have been paid.

1. Status of Sponsor/Exhibitor September 9th email launch:

Mark Dolan reported that the sponsor survey will be sent out the week of September 14th and the request for sponsors will be sent out after Election Day.

1. Non-paying exhibitors (OSHA, PHMSA, TRANSCAER):

The group discussed the value of the three agencies participation and discussed the possibility of DEMA having a table.

**ACTION:** Avery Dalton to check with DEMA management to determine if they are interested in a table.

1. Review of action items from 08/13/2015 meeting:
2. Replacement Sponsor Plaques – DNREC will deliver

1. Review, refine and approve draft 2016 Program:
2. Co-chair Irwin reported that they following instructors have already committed to participating in the 2016 workshop. Frank Docimo, Dave Binder (Tanner Industries) and PHMSA
3. After discussion a motion to accept the attached Friday program as the final program was made by George Giles and seconded by Jamie Bethard. With no further discussion on the mater the motion was unanimously approved.
4. After discussion a motion to accept the attached Saturday program as the final program, as long as the open items are addressed was made by Beth Neumane and seconded by Ken Cenci. With no further discussion on the mater the motion was unanimously approved.
5. Workshop promotional items discussion and Action Items:
6. Challenge Coin - Jerry Brennan to obtain quote
7. Bottle Opener Challenge Coin - Jerry Brennan to obtain quote
8. Writing Implement - Dave Mick to obtain quote
9. Logo Leather-bound Notebook & Appointment Book --- 5” x 8” or 8.5” x 11” Portfolios - Beth Neumane to obtain quote
10. Eyeglass Crush-Proof Case - Becky Keyser to obtain quote
11. USB Charger Stick - Beth Neumane to obtain quote
12. Registration launch date projection:
13. The group agreed to send out a “Save the Date Notice” in October
14. The group agreed to send out the registration information the first week in January.
15. Any other business:

None

1. Next meeting date: Tuesday, October 6, 2015, 2:30 – 4:30 PM

Mill Creek Fire Station 21 Training Room

1. Adjournment: The meeting adjourned at 4:20 PM

Developed and submitted by D. Irwin