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

**Planning Committee Meeting #3**

**Mill Creek Fire Station 21**

**Tuesday, October 6, 2015**

**2:30 PM – 4:30 PM**

**Agenda**

1. Call to Order
2. Meeting agenda approval
3. Previous meeting minutes approval
4. Status of Sponsor/Exhibitor survey launch
5. Review of action items from 09/09/2015 meeting
6. 2016 Program Update
7. Agree Keynote speaker and Friday special session topic and presenter
8. Workshop promotional item(s) selection and approval
9. Distribution list for the “Save the Date” notice
10. Any other business
11. Next meeting date
12. Adjournment