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

**Planning Committee Meeting #3**

**Mill Creek Fire Station 21**

**Tuesday, October 06, 2015**

**2:30 PM – 4:30 PM**

**Meeting Minutes**

**Voting Members Present (10):**

1. Dave Anderson 6. David Irwin
2. Jamie Bethard 7. William Kelly
3. Jerry Brennan 8. Rebecca Keyser
4. Ken Cenci 9. Jake Morente
5. Mark Dolan 10. Beth Neumane

**A quorum was present (8)**

**Non-voting Members Present:**

1. Dale Annis 3. Joe Leonetti
2. Marc Evans 4. Sam Palermo

**Other Participants:**

None

**Meeting was called to order by Co-chair Irwin at 2:38 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 Jake Morente. No discussion on the matter. Motion was unanimously adopted.

1. Meeting Minutes Approval:

Co-chair Irwin requested a motion to approve the September 9, 2015 meeting minutes. Motion to approve the minutes as published made by Jake Morente, seconded by Beth Neumane. No discussion on the matter. Motion was unanimously adopted.

1. Status of Sponsor/Exhibitor survey launch:

Mark Dolan reported that the survey will be sent out the week of October 19th.

1. Review of action items from 09/09/2015 meeting:
2. Avery Dalton was not present – No update on DEMA as an exhibitor
3. Delivery of replacement plaques – DNREC will deliver.
4. 2016 Program Update:

Pending speaker acceptance program is finalized. Latest view is attached

1. Agree Keynote speaker and Friday special session topic and presenter:

The group discussed having Mr. Ed Hawthorne, Global Emergency Response Manager, Shell Chemical Company, Deer Park, TX do a special session topic titled “HazMat Response Worldwide” and a keynote address on the Interface between Municipal and Industry Teams”. All Mr. Hawthorne’s expenses will be paid by Shell Chemical. Motion to have Mr. Hawthorne as the special session presenter and keynote speaker made by Jerry Brennan and seconded by Ken Cenci. No further discussion on the motion. Motion was unanimously adopted.

1. Workshop promotional item(s) selection and approval:
	1. Challenge Coin – After discussion Jamie Bethard made a motion to go with the same size as the 2015 coin, keep the front the same but change the back to a green color (Mill Creek green). Motion seconded by Jake Morente. Motion was unanimously adopted.
	2. Logo imprinted leather or simulated leather zippered 8.5” X 11” notebook & appointment book.

**Action:** The group actioned Beth Neumane to obtain samples and costs

 for next meeting.

* 1. Eyeglass Crush – Proof Case – Becky Keyser reported that the price would be $3.19 each.

**Action:** The group actioned Becky to obtain samples and costs

 for next meeting.

* 1. Writing Instrument - D. Mick unable to participate in meeting. No report.
	2. USB Charger Stick – Beth Neumane reported they would be $6.00 each.

**Action:** The group actioned Beth Neumane to obtain samples and costs

 for next meeting

* 1. Bottle Opener Challenge Coin – After discussion the group agreed to drop this item from consideration.
	2. The group discussed a special token of appreciation item for presenters. After discussion of various items a motion was made to give prepaid VISA cards by William Kelly and seconded by Jake Morente. Group discussed possible tax ramifications and motion was withdrawn. The group agreed that Jamie Bethard’s suggestion of a personalized shirt would be appreciated and also avoid any tax issues. Motion was made by Beth Neumane and seconded by Jake Morente to have Jamie get a sample of a shirt and the cost. There was no further discussion on the matter. Motion was unanimously adopted.

**Action:** Jamie will obtain shirt sample and associated cost for next meeting.

1. Distribution list for the “Save the Date” notice:

The group agreed to send out the “Save the Date“ notice in October.

**Action:** The group actioned Co-chair Irwin to update and send the notice

 out in October

1. Any other business:
2. Jamie Bethard shared with the group that B & W Tech may be interested in funding the Team Building Dinner.

**Action:** Jamie volunteered to facilitate a discussion with B & W

1. Mark Dolan suggested the vendors have a demonstration of meters. Jamie suggested the demonstrations be based on using a sign-up sheet for each vendor.

Motion made by Becky Keyser to have vendors conduct demonstrations based on attendee requests, seconded by Ken Cenci. There was no further discussion on the matter. Motion was unanimously adopted.

1. Next meeting date: Tuesday, November 10, 2015, 2:30 – 4:30 PM

Mill Creek Fire Station 21 Training Room

1. Adjournment: Motion to adjourn by Jake Morente, seconded by Becky Keyser

Meeting adjourned at 4:04 pm.

Developed and submitted by D. Irwin