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

**Planning Committee Meeting #6**

**Mill Creek Fire Station 21**

**Tuesday, January 12, 2016**

**2:30 PM – 4:30 PM**

**Meeting Minutes**

**Voting Members Present (10):**

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

**A quorum (8) was present**

**Non-voting Members Present:**

1. Marc Evans 2. Joe Leonetti

**Other Participants:**

None

**Meeting was called to order by Co-chair Irwin at 2:33 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 Jake Morente, seconded by Ken Cenci. No discussion on the motion. Motion was unanimously adopted.

1. Meeting Minutes Approval:

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

1. Update of Sponsor/Exhibitor commitment/participation:

Mark Dolan reported that Mill Creek has corrected the technical problem. They have almost completed the process of resending the requests to appropriate individuals. They are also beginning to receive commitments from companies.

1. Review of action items from 12/09/2015 meeting:
2. Capt. Marc Evans contacted Dr. Poore regarding the possibility of her teaching a second topic instead of repeating the morning topic in the afternoon. Dr. Poore has agreed to teach “Training for a CBRNE Response: a Safe Perspective” in the morning and a “Bio-Threat Briefing” session in the afternoon.
3. 2016 Program Status:

The session titles, session descriptions and presenter bios are almost finalized. Once we receive all the information Rebecca Keyser will format all the documents. The documents will be reviewed by Rebecca Keyser, Mark Dolan, Jerry Brennan and Dave Irwin before the registration launch.

1. Registration launch date status:

The target launch date is Friday, January 15th.

1. Review and approval of shirt for presenters:

Jamie Bethard showed the group the sample shirt he obtained and the available colors. The cost of the shirt is $22.00. After discussion the group agreed to a dark green color with the HazMat Workshop logo in gold lettering. A motion was made by George Giles to provide each presenter with a dark green shirt with a gold logo on the left front for a cost of $22.00 each. The motion was seconded by Jamie Bethard. There was no discussion on the motion. Motion was unanimously adopted.

1. Status of food sponsorship:
	1. Friday dinner – B&W Tek, Inc. has committed $2,600 to cover the cost.
	2. Saturday breakfast – City of Wilmington LEPC has committed $1,000 to cover the cost.
	3. Saturday lunch – New Castle County OEM has committed $2,000 to cover the cost.
2. Any other business:

The group discussed the need for exhibitors and presenters to complete the registration form that Rebecca designed. Also discussed the need to determine the type of print format that will be required to ensure a high quality sponsor logo for the banner.

**Action:**

1. Rebecca Keyser will send the registration forms to Dave Irwin.
2. Rebecca Keyser will contact banner supplier to determine appropriate print format for logos.

1. Next meeting date: Tuesday , February 16, 2016, 2:30 – 4:30 PM

Mill Creek Fire Station 21 Training Room

1. Adjournment: Motion to adjourn by George Giles, seconded by Mark Dolan. Meeting adjourned 3:57 PM.

Developed and submitted by D. Irwin