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**10th Annual State of Delaware Hazardous Materials Training Workshop**

**Planning Committee Meeting #1**

**Mill Creek Fire Station 21**

**Thursday, August 18th, 2016**

**2:30 PM – 4:30 PM**

**Agenda**

1. Call to Order
2. Meeting agenda approval
3. 10th Annual Planning Committee Membership
4. Hotwash meeting minutes approval
5. 2016 Finance Report;
6. Income
7. General expenses
8. Speaker expense status
9. 2017 Workshop dates – Friday, April 1st & Saturday, April 2nd at DSFS Dover
10. Sponsor/Exhibitor fund raising coordinated by MCFC
11. Potential sponsors for dinner (4/1), Breakfast and lunch for Saturday (4/2)
12. FY 2017 HMEP Grant commitment amount
13. Review items from 04/27/2016 hotwash meeting
14. Review 9th Annual session survey and 2016 program
15. Develop draft 2017 Program
16. Workshop promotional items discussion
17. Registration launch date projection
18. Complete Event Task List
19. Any other business
20. Next meeting date
21. Adjournment