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

**Planning Committee Meeting #2**

**Mill Creek Fire Station 21**

**Tuesday, September 27, 2016**

**2:30 PM – 4:30 PM**

**Agenda**

1. Call to Order
2. Meeting agenda approval
3. Meeting #1 minute’s approval
4. Items carried over from meeting #1:
	1. Workshop promotional items discussion
	2. Registration launch date projection
	3. Complete Event Task List
5. Update on potential sponsors for dinner (4/7), Breakfast and lunch for Saturday (4/8)
6. Draft 2017 Program Status and Instructor Update
7. Continuing Challenge Brochure, Exhibitor Passport and Course evaluation form discussion
8. Any other business
9. Next meeting date
10. Adjournment

**In accordance with 29 Del. C. §10004(e) (2), this Agenda was posted at least seven (7) days in advance of the meeting. This Agenda is subject to change to include the addition or deletion of items, including Executive Sessions, which arise at the time of the Meeting. Agenda items listed may be considered out of sequence.**