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

**Planning Committee Meeting #3**

**Mill Creek Fire Station 21**

**Friday, October 28, 2016**

**2:30 PM – 4:30 PM**

**Agenda**

1. Call to Order
2. Meeting agenda approval
3. Meeting #2 minute’s approval
4. Continue Workshop promotional items discussion:

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| 1. Stainless steel insulated tumblers with workshop logo | Becky Keyser / Mark Dolan |
| 1. High quality refillable pen at | Tara Chambers |
| 1. USB power bank | Beth Neumane /Miranda Mal |
| 1. Backpack with logo | Miranda Mal |

1. Vote to approve challenge coin design and purchase of 350 coins.
2. Update on potential sponsors for dinner (4/7), Breakfast and lunch for Saturday (4/8)
3. Draft 2017 Program Status and Instructor Update
4. Contract modifications
5. Any other business
6. Next meeting date
7. 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.**