



## 10<sup>th</sup> Annual State of Delaware Hazardous Materials Training Workshop

### Planning Committee Meeting #4

Mill Creek Fire Station 21

Tuesday, November 29, 2016

2:30 PM – 4:30 PM

#### Agenda

1. Call to Order
2. Meeting agenda approval
3. Meeting #3 minute's approval – no quorum, meeting canceled
4. Continue Workshop promotional items discussion:
  - a) Stainless steel insulated tumblers with workshop logo  
Becky Keyser / Mark Dolan
  - b) High quality refillable pen at  
Tara Chambers
  - c) USB power bank  
Beth Neumane /Miranda Mal
  - d) Backpack with logo  
Miranda Mal
5. Vote to approve challenge coin design and purchase of 350 coins.
6. Update on potential sponsors for dinner (4/7), Breakfast and lunch for Saturday (4/8)
7. Draft 2017 Program Status and Instructor Update
8. Contract modifications
9. Any other business
10. Next meeting date
11. 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.