



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

### **Planning Committee Meeting #1**

**Mill Creek Fire Station 21**

**Tuesday, August 29<sup>th</sup>, 2017**

**2:30 PM – 4:30 PM**

#### **Agenda**

1. Call to Order
2. Meeting agenda approval
3. 11<sup>th</sup> Annual Planning Committee Membership
4. Hotwash meeting notes review
5. 2017 Finance Report;
  - a. Income
  - b. General expenses
  - c. Speaker expense status
6. 2018 Workshop dates
7. Sponsor/Exhibitor fund raising coordinated by MCFC
8. Future of Friday evening dinner
9. Discuss serving breakfast and lunch to attendees on Friday
10. FY 2018 HMEP Grant commitment amount
11. Review items from 05/09/2017 hotwash meeting
12. Review 10<sup>th</sup> Annual session survey and 2017 program
13. Develop draft 2018 Program
14. Workshop promotional items discussion
15. Registration launch date projection
16. Any other business
17. Next meeting date
18. Adjournment