



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Executive Committee Meeting Notes & Action Items

Meeting:

- Date of Meeting: 08.14.2026
- Date of Notes, Next Steps & Action items: 08.15.2026

Chapter Officers Participants:

- Matthew P. Koss, MENG, CSP, ARM – President
- Adrian Hernandez - 1st Vice President
- Peter Kaplan, CSP, CHST, SMP - 2nd Vice President
- Michael A Wolf, CSP - Treasurer
- Marty Smith, SET, CFPS, GROL – Secretary
- Ned Fitter – Advisory Group Member
- Craig D Lowry, CSP - Member-At-Large Director

Chapter Member Participants:

- James Woodward Sr. M.S. – Immediate Past President
- Pete Kaplan, CSP, CHST, SMP
- Ethan Alster, CHST
- Ashton Alban, CSP, CIH
- John Adams, CSP
- James Woodward Jr.

Meeting Summary:

The ASSP Chesapeake Chapter Exec Committee Meeting covered several key points. Matt and Mike Wolf discussed the need for website updates, including adding headshots and correcting email contacts. Ethan presented a new member welcome package, and Pete shared a calendar for social media updates. Craig highlighted upcoming events, including a crabbing trip in September and the importance of workplace violence initiatives. The treasurer's report showed a total revenue of \$945.54 and expenses of \$3,952.61 for a new cash balance of \$51,103.01. Craig Lowry provided a Government Affairs report, including discussion around reinitiating the MOSH Fatal Facts program. We also discussed

the need for new members to engage with the chapter. We currently have 344 members currently.

Notes and Action Items

1. @Marty Smith - Draft a formal letter from the Chesapeake Chapter requesting that MoSH reinstate its Fatal Facts fatality prevention communication program, then coordinate with Craig to finalize it for Matt Koss's approval and signature.
2. @Chapter Officers - Update your ASSP member profile with headshots and LinkedIn links to allow for automatic headshot display on the chapter website.
3. @Matt Koss - Email National ASSP to correct email routing (Matt indicated he sent an email to the president of the chapter and it did not forward to either him or James Woodward Sr.). After National ASSP responds to the submitted ticket, forward their instructions and any required next steps to Mike Wolf and Craig Lowry so they can proceed with updating the website, and pursue the associated training.
4. @Matt Koss - Coordinate with John Adams and James Woodward Jr. to obtain access credentials (email and social media logins) and submit the necessary tickets to National ASSP so future event announcements and posts can be sent reliably.
5. @John Adams to own all Chesapeake Chapter social media and communications, funneling all events and programs through a single point of contact and ensuring consistent messaging across platforms.
6. @Executive Committee Members - Log into the ASSP Chesapeake Chapter LinkedIn page and follow.
7. @Pete Kaplan & @Ethan Alster & @John Adams & @James Woodward Jr. - Update the central event and communications calendar template to incorporate the national 'chapter social media boot camp' guidance and ensure the updated version reflects current holidays, meetings, trips, and other key dates. Schedule and host a coordination meeting between the program lead (Ethan) and the communications/social media leads (John Adams and James Jr.) to review upcoming programs and align on how each event will be communicated.

8. @Ned Fitter @James Woodward Sr. - Help with planning the PDC in March by assisting with speaker scheduling and other logistical details.
9. @Matt Koss - Set up and distribute the membership satisfaction survey, including adding a \$5 Starbucks gift cards for the first 100 people to respond.
10. @John Adams - Communicate details of the September crabbing trip to the membership before the September 30 launch date, including registration information and logistics.
11. @Ethan Alster & @Pete Kaplan - Pete Kaplan presented a draft of a calendar. Review the events calendar and reach out to John Adams for any necessary updates. Ethan Alster to send it out to the Executive Committee
12. @Pete Kaplan, Ethan Alster, John Adams and James Woodward Jr. are going to need to be interacting because of the program side of things, scheduling it, and then the communication and social media are all going to need to touch members.
13. @Matt Koss - Send out the Chapter Media Bootcamp deck / document to the Executive Committee
14. @Ethan Alster - Send out the new member welcome kits.
15. @Executive Committee - Select and nominate a recipient for the SPY Award, in line with the awards cycle discussed at the meeting.
16. @Matt Koss - Select a recipient for the ASSP Chesapeake Chapter President's Award.

Please do not hesitate to contact me with any questions, comments or proposed changes at 443.401.2268 or via email at martysmith@atsadvisors.net. Please be advised that an AI notetaker tool is used to generate these notes and action items.

Thank you,

Marty Smith

Marty Smith, SET, CFPS, GRO
ASSP Chesapeake Chapter Secretary