



AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Chesapeake Chapter

Executive Committee Meeting Notes & Action Items

Meeting:

- Date of Meeting: 09.10.2026
- Date of Notes, Next Steps & Action items: 09.11.2026

Chapter Officers Participants:

- Matthew P. Koss, MENG, CSP, ARM - 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

Chapter Member Participants:

- James Woodward Sr. M.S. - Immediate Past President
- Ethan Alster, CHST
- Ashton Alban, CSP, CIH
- James Woodward Jr.

Chapter Officers & Members Copied:

- Adrian Hernandez - 1st Vice President
- Craig D Lowry, CSP - Member-At-Large Director
- John Adams, CSP

Meeting Summary:

The committee reviewed chapter programs, communications, finances, advocacy, and upcoming events, with several initiatives moving forward but some ownership and response gaps remaining.

Programs and Events

- Region Six conference attendance is planned, including recognition of Ashton's Regional Six SPY Award (Chesapeake chapter's third consecutive).

- A quarterly dinner is being considered for November, potentially featuring NTSB or Key Bridge investigation participants; monthly activities will continue around it. It was also suggested that someone from McLean Contracting who was called in after the accident to be one of the presenters. The importance of this event was discussed. Marty Smith suggested a concept whereby members could invite guests for free who would make good prospective future members.

Communications And Finance

- The committee endorsed a recurring communications calendar integrating email, social media, and website updates, but consistent ownership remains unresolved.
- August finances showed \$48,865.28 across checking and savings with \$212.27 in income, \$2,450 in expenses, and; the treasurer's report and meeting minutes were approved.

Advocacy And Governance

- The MOSH Fatal Facts letter is ready for distribution, with a response checkpoint planned before deciding whether to publish it.
- How will the chapter obtain timely responses from national ASSP contacts, and who will maintain the COMT reporting and member-data updates?

Safety And Recognition

- Safety minute focused on school buses, school zones, and safe driving.
- Region Six conference logistics and Ashton's Regional Six SPY Award were discussed.
- The chapter's participation in the Regional Operating Committee (ROC) meeting and opportunities to share best practices were reviewed.

Book Club

- The book club has about 20 participants, with an author wrap-up targeted for October 12 and a future selection as a potential future author and book-club participant featuring Camille Oakes.
- Books are being distributed to participants.
- An author Q&A and wrap-up session is being planned for October 12.

Communications

- Pete presented a detailed A/B communications calendar.
- The proposed approach includes newsletters, email, LinkedIn, website updates, member spotlights, quizzes, and event promotion.
- The chapter's LinkedIn page has reached 66 followers.

Finance And Records

- August 2026 financial results were presented and approved.
- Prior meeting notes were reviewed and approved.
- The committee discussed maintaining current banking arrangements despite low savings interest.
- COMT reporting and monthly member-data access were identified as important governance records.

Government Affairs

- Craig Lowry and Marty Smith prepared a letter requesting that MOSH re-implement the Fatal Facts program.
- National and neighboring chapter involvement was discussed, along with whether and when to publish the letter.

Programs And Awards

- The PDC will cover construction and safety management tracks and needs speakers and a keynote.
- A November dinner may focus on the Key Bridge investigation and could include NTSB and McLean perspectives.
- Award submissions are due December 1, including Chapter SPY, Volunteer One President's Award, and FEDS-related recognition.

Action Items

- @Matt Koss - Forward the ASSP Foundation scholarship email to Mike Wolf and discuss how the scholarship recipient was selected.
- @Matt Koss - Send the latest communication calendar draft to Matt for distribution.
- @Matt Koss - Capture and publish photos and updates highlighting Chesapeake Chapter participation at the Myrtle Beach conference and PDC.
- @Matt Koss - Follow up with Adrian Hernandez to confirm COMT access and ensure the chapter's monthly COMT and membership-data updates are maintained.
- @Matt Koss - Send the MOSH Fatal Facts reimplementation letter to the commissioner of the Division of Labor and Industry. If no response is received by the October EC meeting, publish the MOSH Fatal Facts letter on the chapter website and communicate the request to members.
- @Marty Smith - Schedule a two-week follow-up check-in reminder with Matt Koss and Craig Lowry regarding the MOSH Fatal Facts letter and determine whether a follow-up request is needed.

- @Ned Fitter - Draft and send an email requesting speaker proposals for the PDC's construction and safety-management tracks, including keynote proposals.
- @Ethan Alster - Add the upcoming chapter activities and tentative dates to the website calendar, even where details are still TBD, and mark them as save-the-date events.
- @Ethan Alster - Confirm an NTSB or Key Bridge investigation speaker and finalize the November quarterly dinner program.
- @Matt Koss - Confirm the award nomination submission process with James and communicate the submission instructions and December 1 deadline to the chapter.

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.

Thank you,

Marty Smith

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