



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: March 16, 2015

To: Board of Directors  
Fitness Association Patent & Trademark Office

CC: Members  
Fitness Association Patent & Trademark Office

From: Pamela E. Perkins, Secretary  
Fitness Association Patent & Trademark Office

Subject: January 7, 2015 Meeting Minutes

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A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, January 7, 2015 in Knox 6D44. Brittany Fisher, Grant Withers (via teleconference), Hassan Phillips, Iman Kholdebarin (via teleconference), Jeffrey Smith, Pamela Perkins, Syed Ali and Yashita Sharma (via teleconference) were present. Edward Chin and Georgia Epps had excused absences. A quorum being present, the meeting was called to order at 10:22 am.

**President's Report** – Jeffrey Smith

Denise Thomas is the newest board member to FAPTO representing Human Resources<sup>1</sup>. Denise is also responsible for the PTO wellness program and the PTO Employee Assistance Programs.

**ProFIT Report** – Richard Mandley, ProFIT President & Cyndi Feliciano, General Manager

Maintenance

Members of the FAPTO board and ProFIT met with Vicky Brooks and Greg Moore regarding maintenance issues including a possible mold inspection, water temperature and broken mirrors in the studios.

Members of the FAPTO board and ProFIT will continue to meet with Vicky monthly to review facility issues, including:

- An escalation process
- An increase in scheduled inspection
- A priority list of outstanding maintenance requests

A maintenance walk-through will be scheduled in the next few days

Capital Improvement

New cardio pieces and half-rack have been ordered. ProFIT is investigating boxing area updates, including the possibility of a custom built system.

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<sup>1</sup> In According with Article IV, Section 1 of the FAPTO bylaws a PTO liaison is appointed to the board



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### Wellness Program

FAPTO is planning a wellness program focusing on low and non-usage members. The capital improvement plan is a full year of major renovation to the fitness broken into quarterly improvement goals including new equipment, group exercise programs and facility upgrades.

Iman Kholdebarin will manage the program evaluation including the cost-benefit analysis.

Health assessment tools are still to be evaluated

### Upcoming Events and Programs/Projects

New Employee – Rob Godttschalk

Rob will manage the Wellness program. He has been a personal trainer for a year and is an athlete his whole life.

ProFIT and FAPTO are looking into following the Brazilian Jiu-Jitsu program model for all programs associated with FAPTO

ProFIT will be conducting a locker room audit in the upcoming weeks

### January Calendar

1/8 – New Zumba class with Cyndi

1/12 – 1/16 – Member appreciation week, including a smoothie night and an indoor 5K challenge

1/13 – yoga workshop

1/20 – 1/23 – Les Mills launch week

TRX training and small groups starting in February

ProFIT and FAPTO are looking into additional measures to prevent members interrupting classes

A motion by Jeffrey Smith was adopted as follows:

“To approve the Wellness Plan to not exceed the proposed budget of \$8500.”

Yah - 7

Nae - 1

A motion by Jeffrey Smith was adopted as follows:

“To approve \$200 for smoothies for member appreciation.”



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**New Business**

FAPTO discuss hosting a bowling party at the end of February that may include shuttle service. Brittany Fisher will manage the event.

The meeting was adjourned at 12:03 pm

Post Meeting Vote

A motion by Brittany Fisher was adopted as follows:

“To approve \$4000 for FAPTO bowling party on February 27, 2015”

**Minutes Approved Wednesday, March 18, 2015**