



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: February 2, 2016

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 6, 2016 Meeting Minutes

A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, January 6, 2016 in Knox 6D44. Brittany Fisher, Clarence Garden (via teleconference), Denise Thomas, Edward Chin (via teleconference), Grant Withers, Jeffrey Smith, Kalyan Deshpande, Kevin Bechtel, and Pamela Perkins were present. Georgia Epps had an excused absence.

A quorum being present, the meeting was called to order at 10:07 am.

The minutes from the December 16, 2015 meeting were corrected and approved.

New Business

Kal would like to be a substitute cycle instructor

It was suggested that FAPTO board members teaching in the fitness center be approved on a case-by-case basis

A motion by Grant Withers was adopted as follows:

“To approve Kal to be a volunteer substitute cycle instructor”

Approve – 6 Abstain – 2

President’s Report – Jeffrey Smith

Discussed the role of the FAPTO board, wellness council and work/life committee

Lessons learned from the 2015 holiday party – manage expectations of members

Discussed the Statement of Work between FAPTO and ProFIT – ProFIT’s evaluation was developed based on the statement of work

ProFIT Report – Richard Mandley, ProFIT President; Cyndi Feliciano, General Manager

Capital Improvement

- Noise suppression flooring has been installed and seems to be working
- multi-gym has been installed however it stills needs to be anchored



Fitness Association of the Patent and Trademark Office PTO Fitness Center

- Recommended Next Steps
 - Replace old dumbbells
 - consulate and update signage
 - add mirrors to the functional training area
 - replace the white board in the lobby with electric signage
 - add more TV's to the cardio area
 - add a "fitness kiosk" on the fitness floor – for access to fitness information
 - upgrade front entrance with a "pro-shop" with fitness essentials, ie, socks, hair ties, deodorant, etc.
 - look into replacing spin bikes and selling old bikes to members
- according to LCOR email on January 5, 2015, the water station will be installed in about 4 weeks

Members Promotional – total budget \$2400

- "Smoothie Social" one a month – advertised in the PTOweekly
 - must RSVP
 - for referral members and new members only
- "Spring it Forward"
 - referral membership certificates for a week at the gym
 - Community Day promotion – new members receive a gym bag
- Fitrewards promotion in Summer months
- Wellness and Health Expo in October/November
 - initiation fee

TV to the right of the treadmills displays floor staff and manager on duty

A motion by Grant Withers was adopted as follows:

"For ProFIT to submit a proposal for a pro-shop"

Approve – 9

A motion by Grant Withers was adopted as follows:

"To approve \$2400 for membership promotional plan with evaluating the smoothie social"

Approve – 9

The meeting was adjourned at 12:08 pm

Minutes approved Wednesday, February 3, 2016