



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: November 4, 2014

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: October 15, 2014 Meeting Minutes

A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, October 15, 2014 in Knox 6D44. Brittany Fisher, Edward Chin (via teleconference), Georgia Epps, Grant Withers, Hassan Phillips, Iman Kholdebairn, Jeffrey Smith, Pamela Perkins and Yashita Sharma were present. A quorum being present, the meeting was called to order at 10:07 am.

Elections Report – Iman Kholdebairn, Elections Chair

Suggestions for improving the elections process for the following year

- Move elections to the beginning of the PTO fiscal year
- Have 3 or 4 days between submitting nominations and posting candidates
- Move to electronic submission of nomination forms
- Make candidate photographs a requirement
- Have a non-board member serve as Elections Chair – Ombudsman

Additional suggestions from other board members

- Host a candidate's forum

Election of FAPTO Board Officers – Georgia Epps, Treasurer

Board President Candidates

- Hassan Phillips – 4 votes
- Jeffrey Smith – 5 votes

Board Vice President Candidates

- Grant Withers – 2 votes
- Hassan Phillips – 7 votes

Board Secretary Candidate

- Pamela Perkins – 9 votes

For the fiscal year, Jeffrey Smith will serve as FAPTO Board President, Hassan Phillips will serve as FAPTO Board Vice President and Pamela Perkins will serve as FAPTO Board Secretary



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President's Report – Jeffrey Smith

The Board President proposed hosting Attorney Bob Canter to speak to the FAPTO Board of Directors regarding board governance and the fiduciary duties of board members. The estimated cost for the training is \$1000.

A motion by Jeffrey Smith was adopted as follows:

“To approve spending up to \$1000 to have Bob Canter speak on fiduciary duties on November 19, 2014.”

ProFIT Report – Richard Mandley, ProFIT President

Started in 2000 ProFIT has over 30 years of fitness experience and manages 13 properties. They have an overall goal to make the gym welcoming.

Biggest Challenge

- Cleanliness of the gym
The cleaning and repair of equipment is management by the contractor for the entire PTO campus. Lately there has been drop in cleaning and increase lag time in equipment repairs

Goals

- Increase membership
- Increase programming
- Replace equipment

ProFIT will be hosting a farewell for Adrienne Williams on Wednesday, October 22, 2014

- Nutritional Seminar
ProFIT/FAPTO is hosting a nutritional seminar focused on healthy eating during holiday season on Thursday, November 19, 2014. The fee for the nutritionist is \$450
- Health Fair
ProFIT/FAPTO is hosting a health fair in the fitness center on Wednesday, November 18, 2014. Tables will be set up in the hallway to the gym floor. There is no fee for vendors

A motion by Jeffrey Smith was adopted as follows:

“To approve \$450 for nutritional seminar on November 19, 2014.”

A motion by Jeffrey Smith was adopted as follows:

“To approve opening up the health fair to all PTO employees.”

A motion by Jeffrey Smith was adopted as follows:

“To limit the nutritional seminar to FAPTO members.”

The meeting was adjourned at 11:59 am

Minutes Corrected and Approved Wednesday November 5, 2014