



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: November 17, 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: October 7, 2015 Meeting Minutes

The Annual Membership Meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, September 16, 2015 in Knox 6D44. Brittany Fisher, Edward Chin (via teleconference), Georgia Epps, Jeffrey Smith, Hassan Phillips (via teleconference), Pamela Perkins and Syed Ali were present. Denise Thomas, Grant Withers and Iman Kholdebarin had excused absences.

Yashita Sharma resigned from the Fitness Association Patent & Trademark Office Board of Directors

A quorum being present, the meeting was called to order at 10:32 am.

Election Report – Syed Ali

- A “plan B” will be implemented if not enough people (4) run for the FAPTO board

Treasurer Report – Georgia Epps

A motion by Jeffrey Smith was adopted as follows:

“To approve the August Treasurer’s Report of audit.”

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

Capital Improvement

- There are four initiatives for the FY 2016, the first two could be completed by December 31, 2015 – the fitness center would need to close for two weeks to complete
 - 1st Initiative
 - Revised fitness floor plan – Noise suppression flooring, boxing room upgrade, platform and technique boxes
 - 2nd initiative
 - Facility upgrades –Remove two drinking fountains and replace with water filling stations and equipment – computer upgrades



Fitness Association of the Patent and Trademark Office PTO Fitness Center

- 3rd initiative
 - Locker room upgrades – Men’s locker room: new layout, new locker and door to shower area
- 4th initiative – could be pushed to FY2017
 - Group exercise – new spin bikes

Ongoing Programs and Maintenance

- 1st Quarter small equipment and events
 - Exercise equipment – exercise mats, landmine, kettlebell rack and plyboxes
 - Group exercise – les mills launch and master classes
 - Fitness promotions including health fair
 - Member referral program
- Fitness programs
 - 1 challenge with technical workshop, 1 master type class and 1 wellness focused program each month
- FAPTO Membership application updated

New Business – Brittany Fisher

Starting planning for the FAPTO holiday party

A motion by Jeffrey Smith was adopted as follows:

“To approve the 1st, 2nd and 3rd initiatives in the capital improvement plan for fiscal year 2016”

Unanimously approved

A motion by Jeffrey Smith was adopted as follows:

“To approve the first quarter spending minus the les mills instructors and member referral program”

Unanimously approved

A motion by Jeffrey Smith was adopted as follows:

“To approve the extra instructors for the les mills launch”

Yah – 3 Nah - 2

A motion by Pamela Perkins was adopted as follows:

“To approve the membership referral in the wellness program”

Unanimously approved

A motion by Jeffrey Smith was adopted as follows:

“To approve \$3807.96 for new mats for BJJ”

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The meeting was adjourned at 12:35 pm