



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: December 2, 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: November 19, 2014 Meeting Minutes

A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, November 19, 2014 in Knox 6D44. Brittany Fisher, Edward Chin (via teleconference), Georgia Epps, Grant Withers, Hassan Phillips, Iman Kholdebairn (via teleconference), Jeffrey Smith, Pamela Perkins and Yashita Sharma (via teleconference) were present. A quorum being present, the meeting was called to orders at 10:00 am.

President's Report – Jeffrey Smith

A complaint against the FAPTO was filed with the general counsel's office regarding the rental of the Georgetown Boathouse. The FAPTO drafted a response to the complaint that included:

- Noting that the boathouse was not rented for dragon boat, the money was allocated of multiple types of boats
- Discussing the FAPTO board voting process, including the unanimous vote on funding the boathouse for trial period
- 40 member petitions from FAPTO members in favor of the boathouse

A motion by Jeffrey Smith was adopted as follows:

“To approve the response to general counsel's office.”

Treasurer's Report – Georgia Epps

The Board Treasurer discussed the goal to have six months of revenue funds for emergency purposes.

A motion by Jeffrey Smith was adopted as follows:

“To approve the October treasurer's report for audit.”

Non-profit Board Management Training – Bob Canter, Attorney

The training including the fiduciary duties of the board of directors of nonprofits including:

- The Duty of Care – the duty to diligently oversee the operations of the organization
- The Duty of Loyalty – the duty not to act of personal benefit
- The Duty of Obedience – the duty prevent activities outside of the scope of the organization



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Attorney Canter also the need to update the FAPTO bylaw to include a conflict of interest policy with members of board of directors reaffirming the understanding the policy annually and the definition of “cause” for the removal of members of the board of directors.

A motion by Grant Withers was adopted¹ as follows:

“To cease discussion on the boathouse unless it in response to the complaint filed at the general counsel’s office.”

Yah – 2

Nah – 1

Abstain – 5

ProFIT Report – Richard Mandley, ProFIT President
ProFIT hired Cindy Felicano at the PTO fitness center general manager.

150 people attended the health fair on November 18, 2014 with 30 potential members.

The nutritional seminar will be rescheduled

The meeting was adjourned at 12:01 pm

Post Meeting Email Vote

A motion by Georgia Epps was adopted as follows:

“To 1. Cancel afternoon and evening classes on Wednesday before Thanksgiving.

2. Cancel all classes on Friday after Thanksgiving

3. On Friday after Thanksgiving, the PTO Fitness Center opens at 10:00 AM and closes at its regular scheduled time.”

Minutes Approved Wednesday, December 03, 2014

¹ Secretary’s Note: in accordance with Article IV: Section 7 FAPTO bylaws all matters put to vote shall be decided by a majority of those directors present and voting