



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: December 15, 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: November 18, 2015 Meeting Minutes

The Annual Membership Meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, November 18, 2015 in Knox 6D44. Brittany Fisher, Clarence Garden (via teleconference), Denise Thomas (via teleconference), Georgia Epps, Grant Withers, Jeffrey Smith, Kalyan Deshpande, Kevin Bechtel, and Pamela Perkins were present. Edward Chin had an excused absence.

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

The minutes from the October 7, 2015, October 21, 2015 and November 4, 2015 meetings were approved.

President Report – Jeffery Smith

FAPTO would like greater participation in FAPTO committees including holding committee meetings

Suggest sending an email to members requesting member participation
Committees

Communications led by Pamela Perkins

Elections and Rules led by Kaylan Deshpande

Finance led by Georgia Epps

ProFIT/Member Relations led by Kevin Bechtel

Special Events and Member Survey led by Brittany Fisher

Wellness led by Clarence Garden and Denise Thomas

There will not be a general member acting as an ombudsman this year

The fitness will be closed December 26th through January 3rd for renovations

LCOR updates – Derek and Vicki Brooks manage LCOR projects

- Waiting on proposals from LCOR on men's locker room renovations, x-ray on the flooring for the new boxing equipment and installation of new water stations
- Thorough cleaning of the women's lockers on Saturday November 28th – locker room will remain open during cleaning



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- Looking into new vending machine that takes credit cards

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

- Members can go to the Energy Club in Shirlington while PTO fitness is closed for renovations
- ProFIT will provide an ongoing membership survey starting in January 2016

FAPTO Holiday Party – Brittany Fisher

- Casual seating has been added for the FAPTO holiday party

A motion by Grant Withers was adopted as follows:

“To approve quarterly dryer vent cleaning”
Unanimously Approved

Treasurer Report – Georgia Epps

Looking into developing a contingency fund based on an average amount of fit rewards redeemed each month

A motion by Grant Withers was adopted as follows:

“To approve the October Treasurer report for audit”
Unanimously approved

A motion by Grant Withers was adopted as follows:

“To approve printer and toner for the fitness center office”
Unanimously approved

The meeting was adjourned at 11:48 am

Minutes corrected and approved Wednesday, December 16, 2015