



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: November 4, 2015 Meeting Minutes

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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, Clarence Garden, Denise Thomas, Edward Chin, Georgia Epps, Grant Withers, Jeffrey Smith, Kalyan Deshpande, Kevin Bechtel, and Pamela Perkins were present.

A quorum being present, the meeting was called to order at 10:13 am.

The minutes from the August 19, 2015, September 2, 2015 and September 16, 2015 meetings were corrected and approved.

**FAPTO Holiday Party** – Brittany Fisher

- Thursday December 17<sup>th</sup> at the Westin – Alexandria
- Need to decide on entertainment and finalize food and beverage costs

**President Business** – Jeffery Smith

A motion by Jeffery Smith was adopted as follows:

“To approve the continued cleaning contract for fiscal year 2016”  
Unanimously approved

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

Wellness

- Health Expo on November 18<sup>th</sup> from 11 am to 1 pm
  - Suggest FAPTO board presence at the event
- Wellness council hosting a nutrition Seminar in the upcoming weeks
- Staff will receive first aid training semiannually



## Fitness Association of the Patent and Trademark Office PTO Fitness Center

### Ongoing Programs and Maintenance

- Taebo Challenge and Instructor Certification on November 21<sup>st</sup>
  - Challenge 10-11 and Certification 11-4
- Turkey Burn Zumba on November 30<sup>th</sup> from 11 am to 12:30 pm
- Suggest adding board photos to the website
- Suggestions for Newsletter
  - December – FAPTO holiday party
  - January – the new year
- New Employee – LaBaron – evening fitness specialist

### Capital Improvement

- Noise suppression flooring quote came in \$10,000 under budget
  - Could be installed in six weeks
- May not be able to complete locker room upgrades on the December holiday
  - Could be completed over a 3 day weekend
- Renovations will be shared with members via email and large poster board in fitness center
- Over the December holiday will be able to complete the floor, equipment moves and water stations

### Membership

- 30 new members at the open season events
  - No enrollment fee
  - Almost all signed up for the great beginning program
- ProFIT is offering to pay for the continued membership surveys for three months
- FitRewards
  - 4 members (or ProFIT staff) redeemed prizes in October
- Developing a marketing plan for membership referrals

FAPTO and ProFIT may submit articles to the PTO weekly – submissions are due by 2pm the Monday, one week in advance

A motion by Grant Withers was adopted as follows:

“To remove the PTO board plaque from the fitness center”

Yay – 4      Nay – 2      Abstain - 3

A motion by Grant Withers was adopted as follows:

“To approve ProFIT paying for the membership survey for 3 months”

Unanimously Approved

The meeting was adjourned at 12:00 pm