



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: January 20, 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: December 17, 2014 Meeting Minutes

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A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, December 17, 2014 in Knox 6D44. Brittany Fisher, Edward Chin (via teleconference), Georgia Epps, Grant Withers, Hassan Phillips, Iman Kholdebarin (via teleconference), Jeffrey Smith, Pamela Perkins, Syed Ali and Yashita Sharma (via teleconference) were present. A quorum being present, the meeting was called to order at 10:04 am.

The minutes from the FAPTO board meeting on December 3, 2014 were approved with corrections.

Treasurer's Report – Georgia Epps

The Board Treasurer discussed the 5% increase in the ProFIT fee which was effective August 2014. The monthly management fee is now \$41,700.

50 FAPTO members are currently taking advantage of the prorated energy club membership.

A motion by Jeffrey Smith was adopted as follows:

“To approve the November treasurer’s report for audit.”

Onelife Report – Hassan Phillips

The current usage cost to participation in FAPTO sports clubs located at Onelife Fitness is \$15.68/person.

The Board Vice President will contact Onelife management to verify only FAPTO members are attending the FAPTO sports clubs.

The Board plans to increase promotion of FAPTO sports clubs including hosting tournaments and including the sports clubs on the group exercise schedule.



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

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

### Maintenance and Repairs:

- ProFIT is waiting on LCOR to address the issue of water temperature in the washing machines and to fix the two mirrors in the studio
- Two ellipticals were repaired; waiting on a part to repair broken lifestyle elliptical.
- A mold inspection has been requested

### Upcoming events and news:

- Starting the PTO Fitness Center Wellness Program
- Hosting a yoga master class
- Psy received a promotion and will be reducing his schedule at the PTO fitness – he will still teach his morning Boot Camp
- New black foam rollers have been ordered

The USPTO is planning to decrease hiring in 2015. Since a percent of new FAPTO members are new hirers, expect a decline in new membership. A goal is to increase the average usage of members, in the first 50 weeks of 2014

- 25% of members didn't use the first center
- 47% of members used the fitness center 1-49 times
- 17% of members used the fitness center 50-100 times
- 7% of members used the fitness center 101-150 times
- 3% of members used the fitness center 151-200
- 1% of members used the fitness center 201-300 times

ProFIT is looking into providing make-up remover in the ladies locker room and improving the exhaust in the men's locker room

### Capital Improvement Plan

A full year of improvements including new equipment, group exercise, facilities upgrades, locker room renovations and the PTO Fitness Center Wellness Program

- 1<sup>st</sup> Quarter – focus on cardio equipment upgrades
- 2<sup>nd</sup> Quarter – focus on equipment upgrades
- 3<sup>rd</sup> Quarter and 4<sup>th</sup> Quarter – focus on strength equipment upgrades and men's locker room remodeling

The old cardio equipment will be traded-in to provide saving on the new equipment. The old Bosu and Steps will be available to members either for free or for a fee.

A motion by Jeffrey Smith was adopted as follows:

“To approve the first quarter of capital improvement proposal for \$39,693 with a 10% margin plus LCOR fees.”



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New Business

The Board discussed potentially creating a special programs committee to discuss the spending of organizational funds

The Board is looking into sharepoint site for document storage, need to coordinate with HR

A motion by Jeffrey Smith was adopted as follows:

“To approve cancelling class after noon Christmas eve and New Years eve.”

The meeting was adjourned at 12:08 pm

**Minutes Corrected and Approved Wednesday, January 21, 2015**