



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: December 16, 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: December 3, 2014 Meeting Minutes

A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, December 3, 2014 in Knox 6D44. Brittany Fisher, Georgia Epps, Grant Withers, Hassan Phillips, Iman Kholdebarin (via teleconference), Jeffrey Smith and Pamela Perkins were present. Edward Chin had an excused absence; Yashita Sharma had an unexcused absence. A quorum being present, the meeting was called to orders at 10:02 am.

The minutes from the FAPTO board meetings on November 5, 2014 and November 19, 2014 were approved with corrections.

President's Report – Jeffrey Smith

An ombudsman is an asset to FAPTO board of directors; she/he would address member's complaints, issues and questions; manage FAPTO elections and serve as a disinterested party providing input from members to the board. The ombudsman will serve as a liaison between the members and board.

The formation of committees will assist in the work load of the FAPTO board of directors and vent potential programs and events prior to board decisions. Proposed committees:

- Budget – Chair Georgia Epps
- Communications – Chair Pamela Perkins
- Special Programs – Chair Brittany Fisher
- Wellness – Chair Iman Kholdebarin

Members are invited to join all committees with the exception of Budget

A motion by Jeffrey Smith was adopted as follows:

“To approve Syed Ali to serve as Ombudsman.”

A motion by Jeffrey Smith was adopted as follows:

“To approve the formation of committees.”

A motion by Grant Withers was adopted as follows:

“To approve the repair of two mirrors in the studios.”



Fitness Association of the Patent and Trademark Office PTO Fitness Center

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

The board met Cyndi Feliciano the new PTO fitness center general manager. Mrs. Feliciano has 22 years of fitness experience in government, corporate and commercial fitness centers. She has a functional and holistic approach to fitness and committed to the growth for the fitness center staff.

Two ellipticals were repaired; waiting on a part to repair broken lifestyle elliptical.

ProFIT made recommendation for a Capital Improvement Plan which may¹ include:

- Replacing two of the Woodway treadmills
- Purchasing a lighter weight set of the ViPR
- Replacing the squat machine with a half rack
- Modifying the boxing are to including a mirrored wall, speed bag, mounted pull-up bar and new heavy bag
- Purchasing move black foam rollers
- Purchasing an abductor machine

The Onelife gym is renovating, the PTO fitness has plans to stay fresh, competitive and maintain its focus as a corporate fitness and wellness center.

The fitness center computer software will be updated to a new version of the Windows Office.

ProFIT will look into an outside vendor for a mold inspection. Greg Moore from LCOR has been unresponsive to the request and will discuss the issue with Vicky Brooks.

Follow-up the week of December 8th

Old Business

Pamela Perkins will draft conflict of interest policy for the FAPTO board of directors based on feedback from the board and Attorney Bob Canter.

A motion by Pamela Perkins was adopted as follows:²

“To reject the proposal from the PTO climbing club.”

The meeting was adjourned at 12:03 pm

Minutes Corrected and Approved Wednesday, December 17, 2014

¹ Secretary's Note: Please be mindful that capital improvement plan is subject to change until board final approval

² Grant Withers removed himself from the vote as an interested party – member of the PTO climbing club