



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: April 5, 2016

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: February 17, 2016 Meeting Minutes

A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, February 17, 2016 in Knox 6D44. Brittany Fisher (via teleconference), Clarence Garden, Denise Thomas, Georgia Epps, Edward Chin, Jeffrey Smith, Kalyan Deshpande (via teleconference), Kevin Bechtel, and Pamela Perkins were present. Grant Withers had an unexcused absence.

A quorum being present, the meeting was called to order at 10:03 am.

Treasurer's Report – Georgia Epps

Large expense in January for renovations and holiday party

A motion by Pamela Perkins was adopted as follows:

“To approve the January Treasurer's Report for audit”
Approve – 6

President's Report – Jeffrey Smith

- Due for a round of ProFIT evaluations
- Water bottles ordered in 4 colors for \$4733

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

- 20% FAPTO members don't use the gym

Capital Improvement

- Adding an extension for the multi-gym, final installation in about to 2 weeks
- Woodway will arrive in about 3 weeks

Facilities Management – Marin

- Two areas
 - Building management – water, cleaning, lighting, etc – Vicky Brooks



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- Space management – renovations – Derrick Kobe
 - Have design and architects on staff
 - Project management oversight
 - Cost estimating
- Going forward will meet more regularly with FAPTO
- General work schedule for projects with LCOR – will meet bi-weekly/weekly during projects
 - Design – 2 to 3 weeks
 - Architects (if needed) – 4 to 5 weeks
 - Pricing – 2 to 3 weeks
 - Construction – 4 to 6 weeks

Locker rooms

- Will provide 3 different options for redesigning the locker rooms
- Will provide status updates during project on FAPTO website

BJJ requesting cleaning supplies for BJJ mats

A motion by Edward Chin was adopted as follows:

“To purchase a cleaning system for BJJ and yoga mats”

Approve – 9

The meeting was adjourned at 12:02 pm

Minutes corrected and approved Wednesday, June 1, 2016