



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 3, 2016 Meeting Minutes

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A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, February 3, 2016 in Knox 6D44. Brittany Fisher (via teleconference), 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 10:06 am.

The minutes from the January 6, 2016 and January 20, 2016 meetings were corrected and approved.

### **New Business**

FAPTO has been accumulating rewards point from Amazon and American Express ProFIT using Amazon to stock small office supplies  
FAPTO will look into how to use the reward points

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

### Capital Improvement

- Provides a quote for 30 Spinning blade spin bikes for \$48,563.13
  - ProFIT will look into getting sample bikes from three manufacturers
- Purchasing new mid-weight dumbbells and new vertical dumbbell rack
  - No board vote needed for equipment purchases under \$1000
- New Woodway treadmill ordered
- according to LCOR email on January 5, 2015, the water station will be installed in about 4 weeks

### Ongoing Programs

- FAPTO will sponsor the PTO blood drive in March
- Lunch time trial barre class



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

- ProFIT will look into changing class schedule
- Hosting a functional movement test
- FAPTO is in the PTO weekly
- FAPTO will order water bottles for members for the new bottle filling station
  - ProFIT will look into hosting a hydration workshop when they arrive
- Pull-up/Dip machine needs new padding

### FitRewards

- 399 FitRewards members
- \$200 in points have been redeemed
- FAPTO may look into a 'use-or-lose' system for reward points

WISE and BJJ would like to host a Women's Self-Defense class on March 23, 2016  
Non FAPTO members would need to sign a waiver

Member requesting refund for incomplete cancellation

A motion by Grant Withers was adopted as follows:

"To approve the WISE and BJJ women's defense class in March"  
Approve – 6

A motion by Denise Thomas was adopted as follows:

"To approve 50% refund for incomplete membership cancelation"  
Approve – 7                      Abstain – 1

The meeting was adjourned at 12:09 pm

**Minutes approved Wednesday, June 1, 2016**