



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: November 03, 2016

To: Board of Directors
Fitness Association Patent & Trademark Office

CC: Members
Fitness Association Patent & Trademark Office

From: Kevin Bechtel, Secretary
Fitness Association Patent & Trademark Office

Subject: November 02, 2016 Meeting Minutes

A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, November 02, 2016 in Knox 6D44. Kevin Bechtel, Kalyan Deshpande (via teleconference), Georgia Epps (via teleconference) (late arrival – 11:00), Clarence Garden (via teleconference), Pamela Perkins, Denise Thomas (via teleconference), and Grant Withers (late arrival – 10:47) were present. Gerald Ewoldt, Kristin Fuller, and Maura Regan had an excused absence.

A quorum being present, the meeting was called to order at 10:09 am.

Online Voting:

Motion on 2016-10-25 by Pamela Perkins, seconded by Kalyan Deshpande, to approve “no classes after 1pm on November 23rd, opening at 10 am on November 25th and no classes on November 25th”.

Approve – 8 Veto – 0 Abstain – 0

Motion on 2016-10-25 by Pamela Perkins, seconded by Kalyan Deshpande, to approve “the patch and paint wall invoice for \$597.74” (LCOR Proposal #335443, 2016-10-20).

Approve – 6 Veto – 2 (Gerald, Kevin) Abstain – 0

Agenda Items:

Motion by Pamela Perkins, seconded by Denise Thomas, to approve Minutes of 2016-10-19 with correction of Grant’s committee.

Approve – 5 Veto – 0 Abstain – 0

Discussion regarding Ombudsman application, selection, rights, and responsibilities. Recognition that both Board Directors and Ombudsman are



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aware that Ombudsman does not have voting rights and can advocate for, but not vote on, matters relating to members.

Discussion of having fitness challenges with members of upper management – *i.e.* live challenge of the monthly fitness challenge with one or more individuals from upper management.

Motion by Pamela Perkins, seconded by Kevin Bechtel, to approve \$1,194.10 for proposal to repair multiple fitness equipment (Heartline Fitness Systems, Estimate #27527, 2016-10-26).

Approve – 5 Veto – 0 Abstain – 0

Discussion of going through GSA for future construction contracts as they can negotiate lower rates with LCOR.

Motion by Pamela Perkins, seconded by Kevin Bechtel, to close the Fitness Center from Friday, December 16, 2016 at 14:00 through Saturday, December 24.

Approve – 5 Veto – 0 Abstain – 0

ProFIT Report (10:53) – Richard Mandley, ProFIT President; Cyndi Feliciano, General Manager:

- Discussion of timeline of locker room renovation – Rich indicated work could be performed during the week before the Christmas holiday if the Fitness Center were closed. It was noted the Board had just approved closure.
- Discussion of video library. Cyndi and/or staff would be used to create 5-minute “deskercise” videos. Requested authorization to use staff and authorize Wellness Council to indicate partnership with FAPTO in production – no financial cost to FAPTO.
- Discussion of establishment of Fitness Center or contracts with local facilities for satellite offices.
- Discussion of mounting two TVs in cardio & weight area for announcements (*e.g.* courtesy reminders and staff on duty).
 - Rich & Cyndi indicated they would need to contact LCOR for clarification regarding what the proposal covers.
 - Rich indicated Randy may be able to perform mounting for significantly less than LCOR’s proposal.
 - Suggestion to speak with Chief Administrative Officer as LCOR appears to be arrogant and dismissive of FAPTO/ProFIT requests



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- Suggestion to contact GSA for women's locker room renovation. Floors need to be replaced along with lockers.
- Holiday party – discussion of gifts/raffle and an announcement in the USPTO Weekly
- Request to dispose of equipment in off-site storage locker.

Board Actions:

A motion by Pamela Perkins, seconded by Grant Withers, was adopted as follows:

“To approve the Ombudsman application with addition of indicating the required time of availability as during regular FAPTO meetings (10-12 the 1st & 3rd Wednesday)”.

Approve – 7 Veto – 0 Abstain – 0

A motion by Kevin Bechtel, seconded by Grant Withers, was adopted as follows:

“Approve Wellness Council to create video library using ProFIT staff and to indicate collaboration/partnership with FAPTO”.

Approve – 7 Veto – 0 Abstain – 0

A motion by Pamela Perkins, seconded by Grant Withers, was adopted as follows:

“Sell 6 (of 8) tables in the storage locker”.

Approve – 7 Veto – 0 Abstain – 0

A motion by Pamela Perkins, seconded by Grant Withers, was adopted as follows:

“Sell TRX Frame Extra to Heartline”.

Approve – 7 Veto – 0 Abstain – 0

A motion by Pamela Perkins, seconded by Grant Withers, was adopted as follows:

“Sell 3 Floor Fans, 1 (of 2) 10 ft. Canopies, Sit and Reach Box, Crate of free weight accessories, and Box of AV wires”.

Approve – 7 Veto – 0 Abstain – 0

A motion by Pamela Perkins, seconded by Grant Withers, was adopted as follows:

“Dispose of (2) Rolls of Flooring (samples that were never purchased)”.

Approve – 7 Veto – 0 Abstain – 0

*It was noted that the motions to sell (with the exception of the TRX) were deliberately open-ended such that ProFIT may sell as they see fit.

The meeting was adjourned at 11:54 am.