



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 2017-March-01

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: 2017-March-01 Meeting Minutes

A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, March 01, 2017 in Knox 6D44. Kevin Bechtel, Tiffani Blackburn (via teleconference) (late arrival – 11:10), Georgia Epps (late arrival – 10:45), Gerald Ewoldt, Maura Regan (via teleconference), Jeffrey Smith, Denise Thomas (via teleconference), Grant Withers, and Anthony Clark (Ombudsman) (via teleconference) were present. Kalyan Deshpande and Kristin Fuller had an excused absence.

A quorum being present, the meeting was called to order at 10:16 am.

Full-Change of HR Board Member:

Denise indicated that this is her last meeting and Tiffani Blackburn will function as the HR Representative from this point forward.

Agenda Items:

Motion by Jeffrey Smith was adopted as follows:

“Approve Meeting Minutes of 2017-02-15”.

Approve – 5

Veto – 0

Abstain – 0

ProFIT Report (10:30) – Richard Mandley, ProFIT President; Cyndi Feliciano, General Manager:

- Review of contractor evaluation results.
 - Unsure if staff phone usage is repeat offenders, request on-spot alert to MOD, otherwise phones of staff will be collected on entry.
 - Dirty, wet towels in men’s room: will improve signage as men should be responsible and not leave in showers.
 - Sound system still non-functional – concern of interference with studio equipment



Fitness Association of the Patent and Trademark Office PTO Fitness Center

- Heartline repairs, primary delay due to main contact unavailable
- Men's room flooring repair; possible miscommunication with LCOR
- Request that ProFIT more closely engage with other Board members outside of marketing committee
- Review of membership loss: primarily due to hoteling and OneLife membership.
- Review of monthly promotions
- Discussion of sponsorship mechanism for contractors
- Discussion of allowing monthly charges for contractors (presently annual only) but with slight upcharge
- Conference call with Derrick Cobey
 - Noted that formica (countertop replacement) arrived damaged and was returned
 - Derrick indicated that Vickie Brooks is building manager whereas he is the construction project manager. Denise Thomas had him confirm that Vickie Brooks is the point of contact and that "everything should be filtered through Vickie". Noted that a checklist of what needs to be fixed should be used so that outstanding elements are addressed (specifically, it's clear the floor and molding was not properly re-glued as erroneously noted as fixed).
- Solicitation of quote for installing low shelf
- Discussion of quote noting reserved lockers
- Would request re-quote for fixing towel drop drawer since new location is not possible
- Would solicit quote for new bike, as repair is ~\$1,500, whereas could be purchased new for ~\$2,500.
- Noted some lockers may have structural/aesthetic issue (separation of standing divider from floor)
- Noted security risk with unlocking lockers; suggested tracking locker opening
- ProFIT Key-holders no longer have access to other buildings, but can at least enter Knox at 05:15 to open fitness center.

Board Actions (11:50):

Motion by Jeffrey Smith:

"Approve locker tag quote". No second.

The meeting was adjourned at 11:57 am