



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 2017-April-05

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-April-05 Meeting Minutes

A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, April 05, 2017 in Knox 6D44. Kevin Bechtel, Tiffani Blackburn, Kalyan Deshpande, Georgia Epps, Gerald Ewoldt, and Grant Withers (via teleconference) were present. Kristin Fuller, Maura Regan, and Jeffrey Smith had an excused absence.

A quorum being present, the meeting was called to order at 10:06 am.

Agenda Items:

Review of proposed cancellation policy/procedures.

Noted that a formal e-mail would be sent to Bruce Weider requesting payment for uncollected dues.

Discussion regarding finding replacement for Clarence on Board; noted only ~5 months remaining for term.

Discussion regarding replacement of broken equipment on floor (Woodway & upright bikes) & quotes to upgrade/replace cardio equipment.

Discussion of April Membership Promotion; concern of marketing committee receiving timely updates.

ProFIT Report (10:44) – Richard Mandley, ProFIT President; Cyndi Feliciano, General Manager:

- Review of proposed cancellation policy/procedures.



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- Noted that e-mail cancellation correspondence and/or other electronic records should have a hard-copy printed & stored. On-site document retention for five years and archival thereafter.
- Noted that contractor has not yet itemized costs incurred by moving lockers for security; security requested statement of amount owed.
- Noted solicitation of quotes for Woodway & upright bikes
- Discussion of stock photos for PTO Homepage

The meeting was adjourned at 11:23 am