



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: 2017-November-15

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-November-15 Meeting Minutes

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A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, November 15, 2017 in Knox 6D44. Kevin Bechtel, Georgia Epps, Gerald Ewoldt, Jeffrey Smith, and Grant Withers were present. Tiffani Blackburn, Kalyan Deshpande, Kristin Fuller, and Charles Jiang had an excused absence.

A quorum being present, the meeting was called to order at 10:02.

**Agenda Items:**

Motion by Jeffrey Smith was adopted as follows:

“Approve Meeting Minutes of 2017-10-18 and 2017-11-01”.

Approve – 5                      Veto – 0                      Abstain – 0

Motion by Jeffrey Smith was adopted as follows:

“Approve 2017-October Treasurer’s Report for audit”.

Approve – 5                      Veto – 0                      Abstain – 0

Discussion of Holiday Party

- Friday December 8<sup>th</sup> 16:00-19:00 ET (Reservation: 14:00-20:00)
- Raffle
- RSVP / Door check

**ProFIT Report** – Richard Mandley, ProFIT President; Bill Hall, General Manager:

- Monthly Report
- Recruitment efforts (approval to proceed on all campaigns that are legal and within budget)
  - Get table at cafeteria!



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

- In-house recruitment
- Schedule planning for easy, possibly off-site, group ex classes
- Contractors – ensure the word is spread that referrals are not needed and monthly payment option available.
  - Use PTO Weekly
- Clarify trainer vs floor manager role (possible uniform change)

### **Monthly Newsletter:**

For the “Letter from FAPTO”, the following members have been selected as ‘volunteers’.

2017-December:	Jeffrey
2018-January:	Kevin
2018-February:	Gerald
2018-March:	Charles
2018-April:	Kalyan
2018-May:	Grant
2018-June:	Georgia
2018-July:	Kristin
2018-August:	Tiffani
2018-September:	Kevin or The Future Board Member
2018-October:	Jeffrey

The meeting was adjourned at 11:27.