



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: April 1, 2015

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: March 18, 2015 Meeting Minutes

A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, March 18, 2015 in Knox 6D44. Brittany Fisher, Denise Thomas, Edward Chin (via teleconference), Georgia Epps, Grant Withers, Hassan Phillips, Iman Kholdebarin (via teleconference), Jeffrey Smith, Pamela Perkins, Syed Ali and Yashita Sharma (via teleconference) were present. A quorum being present, the meeting was called to order at 10:06 am.

The minutes from the January 7, 2015, January 21, 2015, February 4, 2015, February 18, 2015, and March 4, 2015 meetings were approved.

Member's Forum

Al Kandred and Clinton Ostrup discussed the boxing equipment, in the past members have personally maintained the equipment, including the installation – there is a need for a maintenance plan for management to repair and install boxing equipment

Personnel changes should be acknowledged, recommending putting together celebrations for transition staff

Mouthwash is in a soup bottle in the men's locker room

ProFIT Report – Richard Mandley, ProFIT President & Cyndi Feliciano, General Manager

Installing the speed bag and peanut bag in boxing area today – March 18, 2015

Membership

- 9150 member badge-in for the month of February, equating to 56% member usage of the gym – including 165 personal training sessions and 17 Get-Started sessions
- Over the past 6 months 60% of members have used the gym
- Possibly start a sponsorship program where “seasoned” members sponsor “new” or “deconditioned” members



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Crystal Bellfield has transitioned to a flexible part-time schedule

Octavius Douglas will be teaching Bootcamp on Thursdays

Maintenance

- LCOR is scheduled to replace the mirror in the EAST studio
- Willy Bovar – new property manager – weekly walkthrough of the gym

Upcoming Events and Programs/Projects

- Member login to Mindbody to schedule sessions with masseur Marc Parson
- 28 of the 34 participants in the Yoga-Barre master class would return
- Looking to expand group exercise weekly classes from 40 to 45, including a possible yoga barre class, TRX floor classes, a foam roller class and more beginner classes – goal to engage more members
 - Looking into the budget

Wellness Program

- Of the 100 new members, joining 1st quarter (Jan-March), only 15 have not visited the gym – management is reaching out to them
- Fit-rewards launch the week of March 23rd
 - created a buzz with monthly newsletter
- Physical Theorist scheduled for March 27th
- April PTO Health fair – FAPTO will focus on deconditioned employees and members

Capital Improvement

- Looking into replacing locker doors
- Looking at quotes for new and additional dumbbells and an olympic platform for the half-rack
- Make-up remover ordered for the ladies locker room

Old Business

Pamela Perkins presented a draft conflict of interest policy

A motion by Jeffrey Smith was adopted as follows:

“To submit proposed changes to the conflict of interest policy to Pamela by noon April 8, 2105. Pamela will forward proposals to the board on April 10th for vote at the April 15, 2015 FAPTO board meeting”



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New Business

A motion by Grant Withers was tabled for the April 1, 2015 board meeting as follows:

“To have going away celebrations for outgoing staff who have interacting with members”

The meeting was adjourned at 12:14 pm

Post Meeting Votes

A motion by Brittany Fisher was adopted as follows:

“Up to \$1,600 to fund no more than 2 flag football teams comprised of FAPTO members and employees. Participants will pay \$67/person to play on said team(s). In the event that we have 24 people that have paid to play, we will have 2 teams”

Yah – 7

Nah – 1

Abstain – 2

A motion by Iman Kholdebarin was adopted as follows:

“To keep/store or discard the items listed on attached document based on the suggestion in front of each item AND to rent a 5X5 storage unit at \$107/month”
Unanimously approved

Minutes Corrected and Approved Wednesday, April 1, 2015