



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: April 5, 2016

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 2, 2016 Meeting Minutes

A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, March 2, 2016 in Knox 6D44. Brittany Fisher, Clarence Garden, Denise Thomas (via teleconference), Edward Chin (via teleconference), Georgia Epps, Jeffrey Smith, Kalyan Deshpande (via teleconference), Kevin Bechtel (via teleconference), and Pamela Perkins were present. Grant Withers had an excused absence.

A quorum being present, the meeting was called to order at 10:14 am.

President's Report – Jeffrey Smith

- ProFIT Evaluation
 - Look into revamping evaluation to include an “N/A” selection
 - Follow-up with the great beginning program
 - Look into organizing members comments by topic for follow-up

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

Ongoing Programs/Maintenance

- Great Beginnings
 - Participants complete an exit survey
 - Participants receive a fitness evaluation and re-evaluation in three to six months
- Maybe new computers at the front desk for faster check-in
 - Look into a “black box”
- Staff Changes
 - Laura got a promotion – will be a general manager at a ProFIT location in DC
 - Will still teach Thursday evening Tae Bo
 - Last day was March 1st
 - Celebration happy hour on March 10th



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- Talya will be teleworking from Texas – therefore no longer teaching
- LaBaron cutting hours to focus on personal training
- Chris Kerry – new employee – evening fitness expert, Bachelors from University of Maryland
- Equipment
 - Spinner NXT blade demo bike in EAST studio
 - Long bar installed to multi-gym
 - Speed bag needs to be elevated
 - Woodway in route
- Operations
 - Been having issues with towels not getting clean
 - Service call is a minimum of \$190 (two hours)
 - Look into a maintenance preventive maintenance contract
- Water Bottles delivered today 3/2
 - Email members on Monday for water bottle distributions
- Membership
 - Retired PTO employees can be members of FAPTO – need to paid in full members
 - Contractors need to be sponsored by PTO employee (FAPTO member)
 - Member can only sponsor one person
 - Ask for sponsor info when renewing
 - Member drive – April – Smoothie Social

Locker rooms – Pamela will be POC of project

WISE would like to host a health expo in FAPTO lobby

Wellness Council Roadshow – march 15th

A motion by Brittany Fisher was adopted as follows:

“one time serving of washer/dryer for \$190 to determine what type of maintenance packaging is needed”

Approve – 7

A motion by Clarence Garden was adopted as follows:

“To approve WISE health expo in the FAPTO lobby”

Approve – 5 Abstain – 1 Not Approved – 2

The meeting was adjourned at 12:06 pm

Minutes corrected and approved Wednesday, June 1, 2016