Date: May 6, 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: April 1, 2015 Meeting Minutes

A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, April 1, 2015 in Knox 6D44. Brittany Fisher, Denise Thomas, Edward Chin (via teleconference), Georgia Epps, Grant Withers (via teleconference), Hassan Phillips, Jeffrey Smith, Pamela Perkins, Syed Ali (via teleconference) and Yashita Sharma (via teleconference) were present. Iman Kholdebarin had an unexcused absence. A quorum being present, the meeting was called to order at 10:03 am.

The minutes from the March 18, 2015 meeting were corrected and approved.

**President’s Report** – Jeffery Smith

The role of the Ombudsmen as the point of contact for complaints and suggestions. Notice will be posted in the fitness center

Instructions to ProFIT are listed in the statement of work and evaluations are made through a quarterly survey

There have been noise complaints from above and below the fitness center, a walk-through has been scheduled for April 19th.

* Received 3 complaints from the third floor, and one from the second floor
* Observed members dropping weights in the dumbbell area
* We encourage members to not drop weights – in the FAPTO rules and regulations
* ProFIT is looking into pricing for additional padding

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

Capital Plan

* Boxing area renovations moved to second quarter
* Facility upgrades (office equipment) and locker room update in third quarter

Fit Rewards

* Still creating a buzz
* In the process of syncing with Mind Body software
* FAQ and press release on the website
* There will be around 20 permanent ways to earn points
* Members sign-up through Mind Body

Wellness and Worklife Program – Denise Thomas

* Met with Cyndi and Laura to discuss ways Work-Life and FAPTO can work together
* 75% of PTO employees are active at some level
* Office performs a quarterly wellness check
* PTO is leading all agencies in active employee
* Some employees are intimidated by the gym
  + Suggest classes for the less active – including 20 minutes, low impact classes, class was showering after is not needed
  + Suggest options for employees at satellite offices and hoteling employees
* Work-Life and FAPTO have the same agenda – an environment to reduce stress
* Have rebuttals ready for employees who “don’t have time”

Upcoming Events and Programs/Projects

* Member login to Mindbody to schedule sessions with masseur Marc Parson in April
* Community Day is May 5th, FAPTO will have a table in front of Knox
  + Dance Sport Endurance and Zumba will have on stage demonstrations

**Treasurer’s Report** – Georgia Epps

Large number of expenses in February including the bowling party, t-shirts, new equipment, FitRewards, and FAPTO’s annual membership in the International Fitness Association

A motion by Jeffrey Smith was adopted as follows:

“To approve the Treasurer’s Report of audit.”

A motion by Jeffrey Smith was adopted as follows:

“To approve the Budget amending contingency from $50,000 to $20,000”[[1]](#footnote-1)

The meeting was adjourned at 12:10 pm

**Corrected and Approved May 6, 2015**

1. 2015 FAPTO Budget posted on website [↑](#footnote-ref-1)