



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: June 14, 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: April 6, 2016 Meeting Minutes

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

A quorum being present, the meeting was called to order at 10:09 am.

Members Forum

Member had an incomplete membership cancellation; requesting reimbursement of dues 2016

A motion by Grant Withers was adopted as follows:

“To refund membership fees from January 2016”

Approve – 7 Abstain -1

ProFIT Report – Richard Mandley, ProFIT President; Bill Hall, Assistant Manager

Some of Bill's functions are to support personal training and membership services

Membership

- Most vulnerable member are people who haven't come in to the gym in the past 90 days
 - Did something happen?
- The next level are people haven't been in to the gym in the past 90-180
- Generally focus people who recently stopped coming to the gym
- Will generate a member report with a list of people who hasn't been in the gym in the past 2 years
- Put in the report about the membership outreach process each month
- Look into create a membership fee refund process
 - Having people initial that they understand the cancelation policy



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Need to promote membership because losing more members than gaining each month

Capital Improvement

- Discussed capital expenses verses operating expenses
- Can get through fiscal year with the current spin bikes
- Discussed possible layouts for men's locker room renovations

Sample of new tiling to be installed on one of the showers – to address grouting - to be paid for by LCOR

Treasurer's Report – Georgia Epps

Discussed the budget

A motion by Grant Withers was adopted as follows:

“To have four months in reserves determined at the time of the creation of the budget based on the past four months operating expenses”

Approve – 8

The goal is to have the budget drafted in September of this year.

The meeting was adjourned at 12:12 pm

Minutes corrected and approved Wednesday, June 15, 2016