



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: November 3, 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: August 19, 2015 Meeting Minutes

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A regular meeting of the Fitness Association Patent & Trademark Office (FAPTO) Board of Directors was held on Wednesday, August 19, 2015 in Knox 6D44. Brittany Fisher, Denise Thomas, Edward Chin (via teleconference), Georgia Epps, Hassan Phillips, Iman Kholdebarin (via teleconference), Pamela Perkins, Syed Ali (via teleconference) and Yashita Sharma (via teleconference) were present. Jeffrey Smith had an excused absence; Grant Withers had an unexcused absence. A quorum being present, the meeting was called to order at 10:06 am.

The minutes from the July 1, 2015 and July 15, 2015 meeting were approved with corrections.

**FAPTO Elections** – Syed Ali and Iman Kholdebarin

- Meeting to discuss election next week
- Duties need to be approved by FAPTO
- For future elections look into:
  - A template for election forms
  - Electronic voting

**Ombudsman Report** – Syed Ali

- The stability bank ran in the west studio needs to be fixed
- One of the television's over the treadmills is broken
- Treadmills are being unplugged and not re-plugged
- It needs to be made clear who is covering the gym floor
- Two shower heads are broken in the men's locker room

**Treasurer's Report** – Georgia Epps

A motion by Hassan Phillips was adopted as follows:

“To approve July treasurer's report for audit”  
Unanimously approved – 8 votes



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

### **President's Report** – Hassan Phillips

- Good remarks regarding group fitness instructors on comment cards
- Membership survey goes out in the next few weeks
- ProFIT evaluations are due today

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

#### Membership Survey

- Madallia has been hired to send out the survey directly
- FAPTO members' answers will be compared with other fitness facilities

#### Ongoing Programs and Maintenance

- New benches for locker rooms are being built
- The July membership cancellations are high due to OneLife membership promotion
  - ProFIT will track facilities usage in comparison to cancellation
- New Employee – Devon
  - Afternoon Fitness Specialist
  - Will be working with the health unit
- Possible new member “passport” program
  - New members would receive a “passport” for participation – a road map to fit rewards

#### Noise Reduction – Stop, Don't Drop Campaign

- Looking into adding padding for noise reduction to a smaller area of the floor
- T-shirt & buttons arrive on August 27, 2015
- Poster ready for print

#### Wellness Program Update

- Looking into health assessment tools
  - A bio age test – the software is free and approximately \$5 for each report
  - VO<sub>2</sub> max calculator – linking to mindbody software
- Kaiser Permanente Challenge ends August 26, 2015
- Trial period for the Great Beginning programming is ending
- Wellness Roadshow – September 22nd

#### Capital Improvement

- Need approval for new class schedule
  - 2016 – possibly install a kiosk-type information center for members near the front desk



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

### Group Exercise

- September Events
  - Bench Press Challenge
  - Sports Training Master Class

### **New Business**

BJJ club is requesting replacement mats – sent two quotes

The meeting was adjourned at 12:20 pm