



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: September 2, 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 5, 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 5, 2015 in Knox 6D44. Brittany Fisher, Denise Thomas (via teleconference), Georgia Epps, Grant Withers, Hassan Phillips, Iman Kholdebarin (via teleconference), Jeffrey Smith, Pamela Perkins and Yashita Sharma (via teleconference) were present. Edward Chin had an excused absence; Syed Ali had an unexcused absence. A quorum being present, the meeting was called to order at 10:03 am.

The minutes from the June 3, 2015 and June 17, 2015 meeting were approved with corrections.

**Treasurer's Report** – Georgia Epps

The contracting fee for ProFIT is set to go up 5% in August. Similar to the past contract with Sport & Health, the fee goes 5% each year

FAPTO will start long term financial planning – projecting expenses and revenue

A motion by Jeffrey Smith was adopted as follows:

“To approve June treasurer's report for audit”

Unanimously approved – 8 votes

**President's Report** – Jeffrey Smith

The FAPTO board members present were polled on their priorities for the fitness center. The majority expressed facilities upgrades were the highest priority focusing on the locker rooms, cardio equipment, the sound system and internet access on the fitness floor. Other priorities included a focus on the mission of FAPTO, group exercise classes communications with staff and members



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

Dalton the intern finished his time with FAPTO, the internship was his last course before graduation. During his time with FAPTO he auditing the Mind Body software system, including tracking paid in full members with their respective renewal dates

### Ongoing Programs and Maintenance

- Protocol was established regarding work orders and quote requests
  - FAPTO President and Treasurer will be copied on communications
- In the process of developing a point of contact list for specific issues
- For a short period, the dryer in the fitness center was not heating, during that time towels were shuttled to the Energy Center for cleaning

### Wellness Program Update

- Added new classes
- Started the Great Beginning program for new members
- Evaluating life-assessment tools for order

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

- Positive response to the campaign
- ProFIT will bring quotes for platforms, technique boxes and padding for additional noise reduction

### Group Exercise

- Need approval for new class schedule
  - Increases the total classes from 40 to 49; increasing the billable class hours from 30 to 40 at \$65/hour
- ProFIT would like to host a Taebo certification at the fitness center
  - A minimum of 10 people need to sign-up
  - As a result, ProFIT will find a replacement Taebo instructor with FAPTO

A motion by Jeffrey Smith was adopted as follows:

“To approve the annual meeting on September 16, 2015 from 10 am to noon”  
Unanimously approved – 8 votes

A motion by Jeffrey Smith was adopted as follows:

“To approve \$1856.03 to repair the Procor treadmill”  
Unanimously approved – 8 votes



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A motion by Jeffrey Smith was adopted as follows:

“To approve the use of the fitness center for Taebo certification”  
Unanimously approved – 8 votes

A motion by Jeffrey Smith was adopted as follows:

“To approve increasing the billable class hours from 30 to 40 hours at a rate of \$65/hour through Decembe 2015”  
Approve – 5 votes  
Nah – 1 vote  
Abstain - 2 votes

**Sports Clubs** – Hassan Phillips

Charles Houston Recreation Center is not an option to host the FAPTO sports clubs – they don't have space available on a consistent basis

For the foreseeable future FAPTO will not have sports clubs

**FAPTO Summer Social** – Brittany Fisher

The FAPTO summer social event will be at TopGolf on September 10, 2015 from 3 to 6 pm. FAPTO member pay to register at the front desk

The fitness center will remain open during the event

No walk-ins will be allowed

The meeting was adjourned at 12:15 pm