



# Fitness Association of the Patent and Trademark Office Fiscal Year 2016 Annual Report



Greetings dear members!

Welcome to our annual meeting. The Fitness Association of the PTO is a member owned non-profit, dedicated to providing you with opportunities to improve your health and well-being. We are here today to talk to you about the things we are doing to help you improve your health, and to hear from you about any ideas you may have to make our Fitness Center better for everyone.

Because we are a non-profit, our only motivation is our desire to help you make your health and yourself a priority. We have a wide range of group exercise classes, cardio machines, and weights, which are very popular with many of our members. I have heard many people who participate in our group exercise classes say that this is a great way of keeping exercise fun.

We also realize that some of our exercise programs are not for everyone. So this year we worked with ProFIT to create a Get Moving schedule of low-impact classes to encourage people of all fitness levels to come to the Fitness Center. We also developed a partnership with the PTO Wellness Council to show everyone across the entire campus how to feel good about being active. And we have a Great Beginnings program to help people who are new to the gym to feel welcome in joining us at the Fitness Center.

We take surveys throughout the year to make sure our efforts are in line with the needs and desires of our members. For example, after looking at last year's survey results, we developed plans to renovate the men's and women's locker rooms during the coming year. We also encourage members to give us feedback through comment cards and by coming to our meetings. This time of year, we ask members who share our goal of helping others improve their health and well-being to run for the Board of Directors in our upcoming elections.

Thank you for coming to join us at our annual meeting. We look forward to speaking with you today.

Jeffery Smith, President  
Judge—Patent Board of Appeals

Brittany Fisher, Vice President  
Patent Examiner—TC 1700

Georgia Epps, Treasurer  
Supervisory Patent Examiner—TC 2800

Pamela Perkins, Secretary  
Patent Examiner—TC 2800

Denise Thomas  
Division Chief—Compensation & Benefits

Kevin Bechtel  
Patent Examiner—TC 2400

Edward Chin  
Patent Examiner—TC 2800

Kal Deshpande  
Judge—Patent Board of Appeals

Clarence Garden  
Executive Assistant—Office of the Under Secretary of Commerce  
for Intellectual Property

Grant Withers  
Patent Examiner—TC 2800

Dear Valued FAPTO Members,

We are honored to work on behalf of the Fitness Association of the Patent Trade Office (FAPTO) in guiding you and your fellow members towards your health and fitness goals. Professional Fitness Management, LLC (ProFIT) reports to the FAPTO Board of Directors for managing the day to day operations of the PTO Fitness Center and executing the goals and objectives of the FAPTO. We strive to provide you with the best possible fitness experience by being friendly, professional, and keeping the facility clean and in good repair. Our mutual goal is to encourage and motivate you to live a healthy lifestyle through fitness. The Fitness Center offers a variety of fitness programs that utilize FAPTO's exercise equipment selection and space to provide functional movement, cardiorespiratory endurance, corrective exercise, mobility/flexibility training, high intensity training, dance fitness, strength conditioning, and mind/body exercise for ALL fitness levels. Each month we see you challenge yourselves through various programs and experience how the science of fitness makes use of your time in the most effective way possible.

As the climate of the USPTO changes, our membership continues to evolve. Our focus this year will be to increase visibility of our fitness programs to new and existing members through community outreach, word of mouth, and member testimonials. We look forward to receiving ongoing feedback through regular member surveys which provide suggestions beneficial to each member's overall experience in the PTO Fitness Center.

"Fitness is a journey, not a destination; you must continue for the rest of your life."

~ Dr. Kenneth H. Cooper ~



Richard Manley, President  
Professional Fitness Management

Cyndi Feliciano  
General Manager

Bill Hall  
Director of Personal Training

Mindy Green  
Group Exercise Director

David Bickerstaff  
Membership Director

Riley Smith  
Front Desk Manager

Devon Green, Health Specialist  
Paulette Wilson, Fitness Specialist

Osiris Black, Fitness Specialist

Rob Gottschalk, Personal Trainer

Mandy Wright, Personal Trainer

Chris Carey, Person Trainer

Jamil Ramsuer, Personal Trainer

Damon Mock, Personal Trainer

Adrian Francis, Personal Trainer

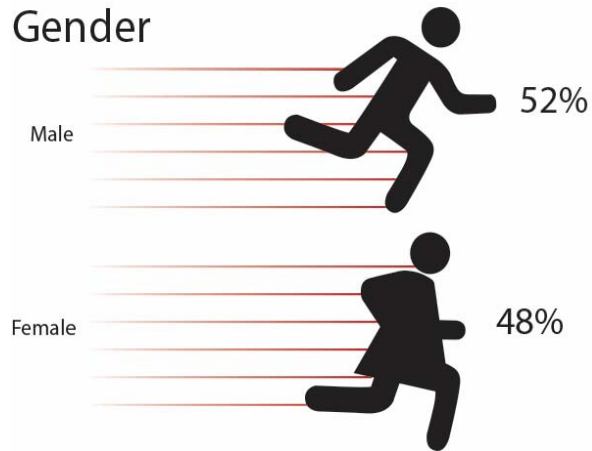
Paul Sy, Front Desk

Alana Rhone, Front Desk

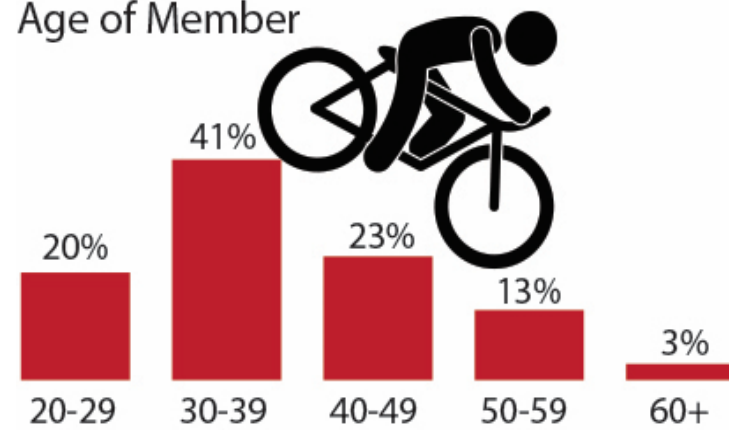
Kevin Jackson, Front Desk

# 2016 FAPTO Member Demographics\*

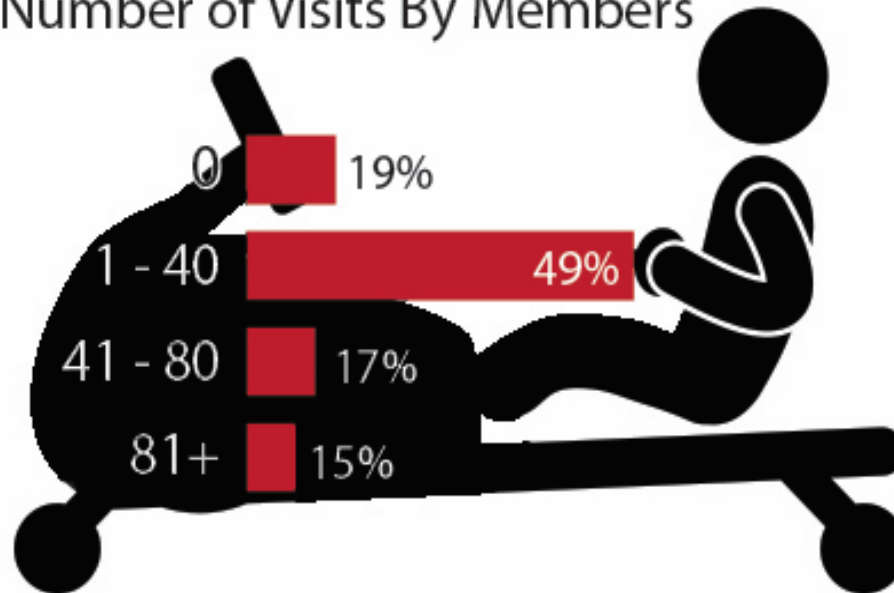
## Gender



## Age of Member



## Number of Visits By Members



81% of FAPTO's 2699 members use the Fitness Center

\*Demographic data through August 31, 2016

# 2016 FAPTO Budget and Monthly Treasurer's Report

	<u>2015 FINAL BUDGET</u>	<u>2016 PROJECTED BUDGET</u>	<u>2016 ACTUAL BUDGET</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>July</u>	<u>August</u>	<u>September</u>
<b>END OF FISCAL CASH ON HAND</b>	\$ 447,724.22	\$ 375,730.22	\$ 365,010.39	\$ 448,122.29	\$ 401,542.66	\$ 411,316.82	\$ 375,890.62	\$ 383,224.90	\$ 392,748.51	\$ 397,007.43	\$ 395,583.92	\$ 405,920.39	\$ 415,729.31	\$ 394,833.21	\$ 365,010.39
<b>REVENUE COLLECTED</b>	\$ 925,299.37	\$ 940,000.00	\$ 851,707.44	\$ 71,083.54	\$ 74,065.10	\$ 70,048.73	\$ 72,251.67	\$ 67,421.76	\$ 70,206.22	\$ 74,514.94	\$ 70,967.36	\$ 68,189.55	\$ 70,148.41	\$ 68,515.08	\$ 74,295.08
<b>EXPENSES</b>															
ProFIT	\$ 518,241.79	\$ 565,400.00	\$ 562,988.60	\$ 46,861.55	\$ 47,511.55	\$ 46,861.55	\$ 46,861.55	\$ 46,861.55	\$ 46,861.55	\$ 46,861.55	\$ 46,861.55	\$ 46,861.55	\$ 46,861.55	\$ 46,861.55	\$ 46,861.55
Administration	\$ 56,005.08	\$ 57,816.00	\$ 53,744.28	\$ 2,408.57	\$ 9,997.96	\$ 2,433.57	\$ 2,576.07	\$ 2,701.24	\$ 2,492.24	\$ 5,406.24	\$ 2,856.24	\$ 2,506.24	\$ 2,492.24	\$ 2,492.24	\$ 15,381.43
Operations	\$ 71,028.86	\$ 79,470.00	\$ 70,242.11	\$ 5,351.99	\$ 9,695.15	\$ 4,038.71	\$ 5,221.16	\$ 5,554.73	\$ 6,719.19	\$ 5,584.16	\$ 5,577.13	\$ 3,431.38	\$ 3,996.59	\$ 9,690.34	\$ 5,381.58
Renovations	\$ 9,608.61	\$ 143,500.00	\$ 69,840.41	\$ -	\$ 45,000.00	\$ -	\$ 20,685.49	\$ 1,711.58	\$ -	\$ -	\$ -	\$ -	\$ 1,495.00	\$ -	\$ 948.34
Equipment	\$ 58,521.95	\$ 96,000.00	\$ 111,373.86	\$ 6,158.60	\$ 5,725.96	\$ 2,516.74	\$ 14,748.24	\$ 609.68	\$ 1,578.41	\$ 4,760.00	\$ 13,644.26	\$ 2,354.91	\$ 2,320.11	\$ 25,995.86	\$ 30,961.09
Membership Programs	\$ 91,929.74	\$ 69,808.00	\$ 66,468.17	\$ 9,904.76	\$ 2,874.00	\$ 4,424.00	\$ 17,585.45	\$ 2,649.00	\$ 3,031.22	\$ 7,644.07	\$ 3,451.75	\$ 2,699.00	\$ 3,174.00	\$ 4,371.19	\$ 4,659.73
Petty Cash															
Credit Card Fee Adjustments	\$ (65.08)	\$ -	\$ (243.10)	\$ -	\$ (159.89)	\$ -	\$ (0.09)	\$ (0.30)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (82.82)
<b>TOTAL</b>	<b>\$ 805,270.95</b>	<b>\$ 1,011,994.00</b>	<b>\$ 934,414.33</b>	<b>\$ 70,685.47</b>	<b>\$ 120,644.73</b>	<b>\$ 60,274.57</b>	<b>\$ 107,677.87</b>	<b>\$ 60,087.48</b>	<b>\$ 60,682.61</b>	<b>\$ 70,256.02</b>	<b>\$ 72,390.93</b>	<b>\$ 57,853.08</b>	<b>\$ 60,339.49</b>	<b>\$ 89,411.18</b>	<b>\$ 104,110.90</b>
Contingency Expense Fund		\$ 10,000.00													
<b>TOTAL PROJECTED EXPENSES</b>		<b>\$ 1,021,994.00</b>													

## Administrative Expenses Include:

Association Insurance  
Accountant  
Colonial Parking—reimbursed by ProFIT  
Taxes and Incorporation Fees Paid  
LCOR Cleaning Contract  
Fitness Assoc. Membership & Conference  
Check Return Fee  
Return Fee  
Bank Service Fees

## Operations Expenses Include:

Verizon (DSL)  
Club Amenities  
(Shower supplies, wipes, lotion)  
Music Licenses  
Office & Center Supplies  
Audio Equipment  
(Microphones, receivers)

Magazine Subscriptions  
Yearly Laundry Supplies  
Laundry Equipment Maintenance  
Shower—Bathroom Equipment  
Office Equipment  
Website Creation & Maintenance

## Renovations Expenses Include:

Flooring  
Men's Locker-room  
Miscellaneous renovations

## Equipment Expenses Include:

Fitness Floor Equipment  
Boxing Area Equipment  
Spin Bikes  
Squat Rack Platform  
Miscellaneous Equipment

## Membership Expenses Include:

Master & Specialty Classes  
Party, Promotion Gifts, Foods, Prizes  
Membership Refunds  
The Energy Club—Membership Upgrade  
FAPTO Sponsored Activities



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