



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 2020-October-06

To: Board of Directors; Members
Fitness Association Patent & Trademark Office

From: Larry Lee, Secretary
Fitness Association Patent & Trademark Office

Subject: 2020-October-06 Meeting Minutes

A regular, virtual meeting of the Fitness Association of the Patent & Trademark Office (FAPTO) Board of Directors was held via WebEx on Tuesday, 06 October 2020. Board members Kevin Bechtel, Georgia Epps, Charles Jiang, Larry Lee, Jay Patel, Reginald Reyes, Heather Schubert and Eliana Torres were present.

A quorum being present, the meeting was called to order at 11:30 EDT.

Board Member Status:

Name	Term Remaining
Sharlamar Taliaferro-Savannah (HR Rep)	Indefinite
<Vacant>	3 Years
Larry Lee (first meeting)	3 Years
Charles Jiang	3 Years
Jay Patel	2 Years
Reginald Reyes	2 Years
Heather Schubert	2 Years
Kevin Bechtel	1 Year
Georgia Epps	1 Year
Eliana Torres	1 Year

Agenda Items:

Executive-Committee Elections:

President: Heather Schubert (Approve – 8)

Vice-President: Kevin Bechtel (Approve – 8)

Secretary: Larry Lee (Approve – 8)

Treasurer: Georgia Epps – (position not up for re-election until Spring 2021)

Discussion Items:

General discussion of an allegedly former member who is requesting a long-term dues refund from ProFIT.



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Larry asked whether non-production time is available for attendance at board meetings. Heather replied that at the present time, no such time is available. Heather suggested to revisit this by putting it on the agenda for discussion with HR board representative, Sharlamar Taliaferro-Savannah, at an upcoming meeting.

General discussion of virtual vs. in-person board meetings once PTO enters phase 2 of recovery. Regarding recovery, a re-opening plan has been submitted to PTO Administrative Services. Reopening the club is contingent on entering phase 2 of recovery.

General discussion on vendor evaluations. According to contract, the Board is obligated to evaluate ProFIT (our club management vendor) on a quarterly basis. Due the COVID situation, this went unaccomplished in either Q3 or Q4 of FY2020. It was suggested that many existing rating factors are not applicable in a virtual world (i.e; locker room cleanliness). The evaluation form should be reviewed and amended as needed such that proper evaluations can take place for Q1 of FY2021. It was noted that ProFIT's fiscal year is slightly different from that of the PTO. It was also noted that any change to the evaluation form (rating elements) must be negotiated with ProFIT.

Georgia asked that all Board members provide her with their current residential address.

Discussion was held regarding the vacant tenth seat on the Board; the Board has the power to appoint a member for this seat for a one-year term (until the next election). Kevin stated that he knows an individual who may be interested and he will report back.

ProFIT Report

Richard Mandley (ProFIT President) and Bill Hall (GM) attended.

- Bill led a general discussion regarding locker access. Bill has received emails from both former and current members inquiring about access to the locker rooms to retrieve personal items. Bill will contact security services to determine what information would be needed to facilitate access w/r/t security (would folks have to sign up in advance?). A suggestion was made that access could be provided for a two-hour period during one morning and one afternoon in two succeeding weeks for anybody interested in retrieving personal items. At least one ProFIT staff member would need to be on hand to facilitate access of one or two members at a time into the locker rooms.



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- Bill stated that ProFIT is planning a virtual health fair; likely in November, over two days. Four vendors have committed. Kevin & Larry will facilitate WebEx as Mindbody does not allow screen sharing.
- Larry asked about his ability to continue to serve as backup spin class instructor. Georgia stated that this may represent a conflict of interest, as the Board oversees ProFIT generally. Kevin suggested that Larry's role needs to be documented on a conflict-of-interest form, which he will provide to Larry ASAP. Kevin stated that according to FAPTO by-laws, while Larry cannot perform duties as a paid employee of ProFIT, he might still be able to "team teach" classes on an irregular schedule, under the direction of a regular instructor, on an unpaid basis.

Board Actions:

No votes were taken other than to elect Executive Committee members.

The meeting was adjourned at 12:47 EDT.