



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: 2020-October-28

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

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

Subject: 2020-October-21 Meeting Minutes

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A regular, virtual meeting of the Fitness Association of the Patent & Trademark Office (FAPTO) Board of Directors was held via WebEx on Wednesday, 21 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 10:00 EDT.

### **ProFIT Report**

Richard Mandley (ProFIT President) and Bill Hall (GM) attended, as did Mindy Green (Group Exercise Director), Devon Grassi (Asst. GM) & Mary Stanley (Marketing Director).

- Bill stated that locker room access is planned for Wednesday 04 November. He will produce a list so that security access can be requested.
- Six (6) vendors have signed up for the upcoming health fair (18/19 November). A practice session will be held on 12 November. Devon asked about a sign-up page for each session.
- Mary went over marketing efforts. Devon talked about fitness challenges. Mindy stated that Mind/Body now allows recording (only the instructor's video feed is recorded).
- Larry stated that once the club reopens, in addition to in-person group exercise classes, it will be important to maintain a robust suite of online group fitness sessions, as many members will likely choose to continue teleworking. He asked Bill about the possibility of holding spin and/or other classes in the adjacent garage. Bill stated that he will find out more, and added that the Energy Club currently offers outdoor spin classes. PTO gym members can upgrade their accounts for Energy Club access for a nominal (\$9 biweekly) fee.
- Annual reports were discussed. Overall membership increased in January & February; declines were reported from March-September.



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- Bill stated that he has a key to the storage locker at Public Storage; the board can also have a key if desired. Currently the locker has tables, cleaning supplies, old equipment, old files, and floor fans (which may come in handy once we reopen).
- Les Mills dues were discussed; the club currently offers no Les Mills format activities. Current dues freeze expires soon. Our options are to ask for a dues freeze extension, cancel the agreement, or ask for a 50% dues reduction.

### **Discussion Items:**

- The budget for FY2021 has yet to be prepared. Georgia stated that the club is presently profitable. However, if current membership trends continue, the club may be in deficit by May 2021. Georgia asked what assumptions should be made for budget preparation w/r/t timeline for reopening the club. All appeared to agree that for budget planning purposes, 6 months closed and 6 months open is appropriate.
- ProFIT's PPP loan and possible rebate to the club were discussed.
- Insurance for the next year will soon be up for review. Georgia stated that she is looking for a premium reduction. Larry suggested also asking whether outdoor classes would be covered under the existing policy.

### **Board Actions:**

**Les Mills:** Larry made a motion to instruct ProFIT to ask Les Mills to freeze monthly payments until CY 2021. If they refuse, cancel the agreement entirely. Kevin seconded. APPROVED 7-0. (P.S. After board vote, Les Mills agreed to the board's request).

**Minutes:** Heather made a motion to approve the minutes from meetings of 16 September and 06 October. Kevin seconded. APPROVED 7-0

The meeting was adjourned at 11:58 EDT.