



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 2020-13 December

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

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

Subject: 2020-December 01 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, 01 December 2020. Board members Kevin Bechtel, Georgia Epps, Larry Lee, Jay Patel, Reginald Reyes and Heather Schubert were present.

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

ProFIT Issues

Richard Mandley (ProFIT President), Bill Hall (GM), Mary Stanley and Devon Grassi attended.

- Bill discussed member cancellation processing. This is typically done on a biweekly basis, sometimes weekly if the numbers are large.
- Devon discussed member engagement via email
- Bill discussed an upcoming review of group exercise classes / schedule based on member survey results
- Richard offered that other clubs are experiencing a larger attrition rate; relatively speaking, PTO Fitness is doing OK. The upcoming virtual membership promotion may stem the bleeding.
- Virtual Holiday party plans: Up to \$250 in Amazon gift cards for prizes in the ugly sweater contest, gingerbread cookie contest and scavenger hunt. Thursday 17 December 6p-7:30p.
- Virtual memberships should be implemented in January
- Georgia suggested a format change for emails to club members when a new promotion is announced (promotional format vs. newsletter format)
- APANET recently approached ProFit to inquire about a virtual class for their membership. This led to a meeting between APANET & FAPTO officers during Thanksgiving week. APANET would like ProFit to provide a virtual online group exercise class for APANET members only. APANET does not appear to be



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interested in sponsoring or subsidizing membership dues for their members only. General discussion of this issue took place with no resolution.

Discussion Items:

“Other Time” for board meetings: General discussion; there is a longstanding PTO policy that specifically excludes board members of the Health Club, Day Care Center, and the Credit Union from claiming non-production time to attend board meetings. This exclusion does not apply to affinity groups. The board will ask our HR representative for further information including the rationale for this specific exclusion.

Budget for 2021: Georgia will present the budget at the next meeting under the presumption that the club will be physically closed for ½ of the year and open for the other ½.

Georgia stated that she estimates that FAPTO will be refunded approximately \$50,000 due ProFit’s PPP loan.

Board Actions:

Minutes of 21 October, 03 November and 18 November meetings: Georgia made a motion to approve the minutes for the three meetings above. Heather seconded. Vote to approve was unanimous. **Passed 6-0.**

The meeting was adjourned at 12:44 EDT. The next regular meeting is scheduled for Wednesday 16 December 2020.