



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 2020-19 December

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

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

Subject: 2020-December 16 Meeting Minutes

A regular, virtual meeting of the Fitness Association of the Patent & Trademark Office (FAPTO) Board of Directors was held via WebEx on Wednesday 16 December 2020. Board members Kevin Bechtel, Georgia Epps, Larry Lee, Jay Patel, Reginald Reyes, Charles Jiang, Sharlimar Taliaferro-Savannah, and Heather Schubert were present.

A quorum being present, the meeting was called to order at 10:03 EDT.

ProFIT Issues

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

- Bill stated that 33 mostly telework-related membership cancellations were processed in November 2020
- Mary discussed marketing issues, including the new 3-month virtual membership which will debut shortly, with a two-week free offer.
- Bill suggested that the first Tuesday meeting be more marketing-focused, with the third Wednesday meeting concentrating on operations.
- Mindy discussed a new upcoming change to the group exercise schedule, some class times were changed / extended with no net increase in cost. A new early morning class was added. Discussion followed about having late-night classes which would actually be early evening on the west coast. Perhaps a trial class in January to gauge interest?
- Charles asked about offering gift cards for memberships
- Larry will forward the USPTO Weekly email to ProFit going forward.
- Virtual Holiday party coming up tomorrow

Discussion Items:



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Budget for 2021: The budget was prepared under the presumption that the club will be physically closed for ½ of the year and open for the other ½. The board plans to revisit the budget at the approximate half-year point, when a reopening date may be more certain. Georgia noted that DirecTV has been suspended for 6 months with the option to extend another 6 months. This is appx \$300 monthly savings. ProFit management fees are also reduced during the club closure as floor coverage is not needed.

Dues structure: Larry suggested that going forward, with so many members teleworking, many may choose not to come back to the office regularly even after the campus re-opens. The board might consider keeping the virtual membership as an option even after the physical club reopens, in order to better serve teleworkers and stem membership losses. Perhaps a virtual membership could include one or two visits to the physical club each month, as local teleworkers might return to campus on an irregular, occasional basis. Heather suggested that some sort of virtual membership might be retained if and when the board decides to increase dues to better match ongoing expenses.

Inauguration week: Wednesday 20 January will likely be a holiday (Inauguration Day) so the regular meeting scheduled for that day will be moved to Thursday 21 January for that month only.

Board Actions:

Minutes of 01 December meeting: Heather made a motion to approve the minutes for the 01 December meeting. Georgia seconded. Vote to approve was unanimous.

Treasurer Report for November 2020: Heather made a motion to approve the November report; Kevin seconded. Vote to approve was unanimous.

Full-Year Budget for FY 2021: Kevin made a motion to approve the full-year budget as prepared, with the provision that the board will revisit in February or March and revise as necessary. Heather seconded; vote to approve was unanimous.

The meeting was adjourned at 11:44 EDT. The next regular meeting is scheduled for Tuesday 05 January 2021.