



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 2021 06 January

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

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

Subject: 2021 January 05 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 05 January 2021. Board members Kevin Bechtel, Georgia Epps, Larry Lee, Jay Patel, Reginald Reyes, Charles Jiang, Eliana Torres, and Heather Schubert were present.

A quorum being present, the meeting was called to order at 11:34 EST.

ProFIT Issues

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

- Mary Stanley gave a marketing presentation for the next three months
- Bill Hall reported that there are no current locker issues; members wishing access have already been granted
- Larry asked about status of planning for outdoor classes. He stated that once the club reopens members may wish for group exercise classes to be held outside. Larry suggested that now is the time to plan for this - identify all the hoops so that we can jump through them efficiently and quickly once ready. Bill said that such planning will commence in earnest. Georgia stated that the club insurance policy will cover outdoor classes. Larry will review the (already submitted) club reopening plan.

Discussion Items:

Vendor evaluation forms: Heather will arrange a subcommittee to update the vendor evaluation forms; subcommittee will meet next week.

Other Time for Board Meetings: Sharlamar reported no response when she reached out to the HR contact, Kevin Wade, who she was told is in charge of the policy that covers other time for affinity groups.



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Mid-year budget review: Given that there is no clear reopening date at this time, the board shall review the FY2021 budget as we approach the half-year point in March.

Dues tiers: Heather stated that this quarter, the board should review the dues structure to possibly include a permanent virtual option.

Club Reopening: Larry suggested the creation of a board subcommittee to handle the club re-opening. He agreed to lead this effort.

Board Actions:

Minutes of 16 December meeting: Georgia made a motion to approve the minutes for the 16 December meeting. Heather seconded. Vote to approve was unanimous (8-0).

The meeting was adjourned at 12:20 EST. The next regular meeting is scheduled for **THURSDAY 21 January 2021** at 10:00 EST.