



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 2021 01 February

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

From: Heather Schubert, President
Fitness Association Patent & Trademark Office

Subject: 2021 January 21 Meeting Minutes

A regular, virtual meeting of the Fitness Association of the Patent & Trademark Office (FAPTO) Board of Directors was held via WebEx on Thursday 21 January 2021. Board members Kevin Bechtel, Georgia Epps, Jay Patel, Reginald Reyes, Eliana Torres, and Heather Schubert were present.

A quorum being present, the meeting was called to order at 10:00 EST.

ProFIT Issues

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

- Bill, Devon, Mindy, and Mary presented December Operations report.
- Mary and Bill presented marketing update: following up with leads, updated website, new marketing ideas.
- Mindy is in the process of performing group exercise instructor evaluation reports (e.g. checking audio visuals, integrity of work out).
- Devon presented roll out plans for Trainerize: an app for ProFit to use to communicate with members. Allows personal trainers to set up fitness program, provide resources. Also can use to track monthly challenges for all members. ProFit paid cost for app; no extra cost to FAPTO. Marketing emails and “how to” video to go out. Launch date February 4th.

Discussion Items:

Small Business Loan programs: CARES act forgiveness still pending; latest budget bill also included small business loans, Rich researching.

Vendor evaluation forms: Subcommittee (Eliana, Jay, Reggie, Kevin, Heather) met Wednesday 13 January 2021 to update evaluation forms and then received ProFit feedback from Rich and Bill. Heather presented subcommittee’s most recent draft and Board discussed further edits based on ProFit feedback. Heather and Kevin to update final draft for review/vote on 2 February 2021.



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Vacant Board Member slot: Kevin to email Mary with email announcement for distribution and collect interested bios. Invite interested members to introduce themselves/interview at 2 February meeting.

Updated MOA with USPTO: Heather to double check any outstanding items/comments with Georgia/Kevin and get completed to Christle and Lisa. Rich pointed out gym might be due for a painting; check schedule to see if any other improvements can be done while closed.

Board Actions:

December Treasurer Report: Kevin made a motion to approve the December Treasurer report. Eliana seconded. Vote to approve was unanimous (6-0).

Minutes of 5 January 2021 meeting: Georgia made a motion to approve the minutes for the 5 January meeting. Kevin seconded. Vote to approve was unanimous (6-0).

The meeting was adjourned at 11:45 EST. The next regular meeting is scheduled for **Tuesday 2 February 2021** at 11:30 EST.