



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 2021 03 March

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

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

Subject: 2021 March 02 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 02 March 2021. Board members Georgia Epps, Larry Lee, Jay Patel, Reginald Reyes, Eliana Torres, Lori Mattison, Kevin Bechtel, Sharlimar Taliaferro-Savannah, and Heather Schubert were virtually present.

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

ProFIT Issues

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

- Mary presented marketing plans for March, April and May 2021. She reported that the email opening rate was quite low; she is considering to change the schedule to see if that helps to increase the open rate. Regarding membership promotion, particular attention will be paid to new members during the onboarding process – check in to see if new members are taking advantage of virtual programming. Mary also stated that she will be updating the copy and images provided to PTO Weekly so they both better represent virtual programming (vs. generic gym images).
- Bill solicited name suggestions for the virtual 5k run/walk scheduled for May 2021. Richard suggested a tie-in with a local (Alexandria) charity.
- Bill stated that Les Mills appears to want to charge us an approximately \$400 termination fee. Discussions are ongoing.

Discussion Items:

Outdoor Classes: In response to an email requesting to meet to discuss the possibility of holding group exercise classes in campus parking garages, Larry stated that he received a brief message on 01 March 2021 from Lawrence Jenkins (Office of Administrative Services) stating that “Upper Management said NO for safety reasons.”



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As this response appears perfunctory (we requested a meeting and we were not even allowed to present our case), it was decided after a brief discussion to pursue this matter further by reaching out directly to Chief Administrative Office Fred Steckler.

Budget Review: Physical reopening still seems (at least) months away. With this in mind, after discussion, it was decided to re-formulate the current (FY 21) budget with a framework of 9 months closed / 3 months open. Georgia stated that she will attempt to have the re-formulated budget ready for review and board vote by the time of the next regular scheduled meeting.

Board Actions:

Minutes of 17 February 2021 meeting: Heather made a motion to approve the minutes of said meeting; Eliana seconded. Vote was 7-0-1 (Kevin abstained).

The meeting was adjourned at 12:30 EST. The next regular meeting is scheduled for Wednesday, March 17, 2021 at 10:00 EDT.