



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: 2021 18 March

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

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

Subject: 2021 March 17 Meeting Minutes

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A regular, virtual meeting of the Fitness Association of the Patent & Trademark Office (FAPTO) Board of Directors was held via WebEx on Wednesday 17 March 2021. Board members Georgia Epps, Charles Jiang, Larry Lee, Jay Patel, Reginald Reyes, Eliana Torres, Lori Mattison, Kevin Bechtel, and Sharlimar Taliaferro-Savannah were virtually present. At some point during the meeting, Jay, Reggie and Charles had to leave due other meetings/training. Heather was excused entirely due other meetings.

A quorum being present, the meeting was called to order by VP Kevin Bechtel at 10:02 EDT.

### **ProFIT Issues**

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

- Devon discussed operations for February
- Mindy discussed schedule tweaks for group exercise classes. Some classes will go from 60 minutes to 45, as shorter sessions have been proving more popular. Friday mid-day HIIT will move to 4pm in an attempt to increase attendance. An evening class will soon be announced.
- Bill and Mindy discussed music licensing
- Kevin and Bill discussed high-speed internet issues
- 28 members cancelled in February, mainly due telework
- Bill stated that he is reviewing current guidance from the Commonwealth of Virginia for reopening of health clubs.

### **Discussion Items:**

Member refund request: Member Scott Browne presented a retroactive refund request for dues paid since August 2020. He states that he was unaware until very recently that dues had resumed, and he is not interested in virtual fitness offerings.



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Financial / Budget: Georgia presented a financial report for February 2021, as well as a 9/3 (9 months closed / 3 months open) budget for review and adoption; discussion followed.

MindBody: Lori stated that other clubs use other platforms and it may be beneficial to look around and see what else is out there, including Facebook Live. Larry suggested a subcommittee be formed to investigate this.

Outdoor classes: Larry reported that he has yet to hear from Fred Steckler regarding a meeting request to discuss the possibility of holding outdoor group exercise classes in the parking structures. Sharlimar suggested sending another email request with more details of our proposal.

Reopening: No word yet on a reopening date. It is possible to request outdoor space from the Carlyle Council for group exercise classes. The council will want to see a COVID-19 mitigation plan. Larry stated that he will schedule another meeting of the reopening subcommittee for mid-April, after the current quarter ends.

**Board Actions:**

**Minutes of 02 March 2021 meeting:** Kevin made a motion to approve the minutes of said meeting; Georgia seconded. Vote was 5-0 (Larry, Kevin, Eliana, Georgia, Lori).

**Treasurer's Report for February 2021:** Kevin made a motion to approve said report; Lori seconded. Vote was 5-0 (Larry, Kevin, Eliana, Georgia, Lori).

**9/3 Budget Amendment for 2021:** Kevin made a motion to approve said report; Lori seconded. Vote was 6-0 (Larry, Kevin, Eliana, Georgia, Lori, Jay).

**Refund Request for Scott Browne:** Kevin made a motion to deny said request; Georgia seconded. Vote was 7-0 (Larry, Kevin, Eliana, Georgia, Lori, Jay, Reggie). Larry will draft a response.

The meeting was adjourned at 12:00 EDT. The next regular meeting is scheduled for Tuesday, April 6, 2021 at 11:30 EDT.