



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: 18 April 2021

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

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

Subject: 06 April 2021 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 Tuesday 06 April 2021. Board members Georgia Epps, Charles Jiang, Larry Lee, Heather Schubert, Jay Patel, Reginald Reyes, Eliana Torres, Lori Mattison, Kevin Bechtel, and Sharlimar Taliaferro-Savannah were virtually present.

A quorum being present, the meeting was called to order by President Heather Schubert at 11:31 EDT.

### **ProFIT Issues**

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

- Mary presented a marketing report. General discussion of email open rates and engagement based on time of day sent.
- April is walking month, May will be employee health and fitness month, with incorporation of the run/walk 5K. June will be member appreciation month. Discussion of tie-in with community day.

### **Discussion Items:**

5K Run/Walk: Jay led a brief discussion of this event, which will be virtual and held over a 3-day period in either May or June. The board appeared agreeable to a small entry fee which would be directed to a local charity. Prizes will go to the fastest runner, fastest walker, and random participants. A name was suggested: PTO Fitness 5K.

Reopening Subcommittee: Larry stated that he, Mindy and Bill will meet on campus later this week to scope out the garage, in preparation for a meeting with Fred Steckler next Tuesday to discuss the possibility of holding group exercise classes in the garage.



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PTO Pulse Survey: Preliminary results released in the PTO Weekly indicate that most employees will choose to telework full-time once campus reopens.

**Board Actions:**

**Minutes of 17 March 2021 meeting:** Georgia made a motion to approve the minutes of said meeting; Kevin seconded. Vote was unanimous.

The meeting was adjourned at 12:25 EDT. The next regular meeting is scheduled for Wednesday 21 April 2021 at 10:00 EDT.