



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: 25 April 2021

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

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

Subject: 21 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 Wednesday 21 April 2021. Board members Georgia Epps, Larry Lee, Heather Schubert, Jay Patel, Reginald Reyes, Eliana Torres, Lori Mattison and Kevin Bechtel were virtually present.

A quorum being present, the meeting was called to order by President Heather Schubert at 10:05 EDT.

**Discussion Items:**

Reopening Subcommittee: Larry reported that he, Bill Hall and Mindy Green had visited campus on Thursday 08 April for reconnaissance. An area on the 5<sup>th</sup> floor of the West Parking Garage was identified as ideal for holding group exercise “al fresco.” On Tuesday 13 April, Bill and Larry met virtually with Fred Steckler and his staff. Larry prepared a brief presentation with rationale for holding group exercise classes outdoors during a transition period of approximately 90 days after the club reopens. The proposal was accompanied with a map of the area of the garage that could be used for group exercise. The proposal was greeted warmly and enthusiastically. Fred’s team indicated that it may be better to close off the entire 5<sup>th</sup> (and thus, 6<sup>th</sup> – rooftop) levels as demand for parking should be low when campus enters phase 2 of reopening. Questions from Fred’s team were directed to mask requirements for participants as directed by the Alexandria, VA Health Department, and how long the club should wait after reopening the physical facility to resume in-person group exercise programming. Bill stated that current reopening plan indicates at least a two-week delay; during that time, group exercise will remain entirely virtual. He added that the Energy Club in Shirlington, managed by ProFit, offers outdoor group exercise classes that are fairly well-attended; masks are not required for outdoor group exercise. Larry stated that the Energy club is located in Arlington; Alexandria requirements may differ.

5K Race: Jay gave an update; as USPTO Community day is scheduled for July this year, our 5K race will need a new name. Jay and Bill will coordinate with Georgia to link the bank account to the online race account. A local charity needs to be identified as we will be unable to donate to CFC at this point in the year.



## Fitness Association of the Patent and Trademark Office PTO Fitness Center

Member Update: Heather proposed sending out a letter from the Board to membership giving them an update on club reopening plans.

Coordination with PTO Fitness Council: Eliena expressed interest in liaison position.

Massage Chair Lease: Larry asked about lease payments during the shutdown. Georgia will consult with Bill and report back at a future meeting.

Parliamentarian Position: Heather reported that such a position would be inadvisable for the Board.

Emerging Leaders: A general discussion took place between the Board and Lena Munasifi & Srinivas Repala representing the Emerging Leaders group; said group is tasked with trying to solve problems in & around the USPTO. Discussion revolved around the issues of member retention and how to set a viable and equitable fee structure upon reopening. The board anticipates a need to develop a tiered membership structure that will serve the needs of members who are on campus full-time as well as those who will be on campus only occasionally. It would be helpful to get a “second set” of eyes on this issue and the Board appreciates any input the Emerging Leaders group could provide. Another possibility for assistance concerns the need to bring broadband internet service into the physical club. This utility will be necessary in order to continue to serve members working remotely by facilitating the livestreaming of group exercise classes. However, it is proving difficult to get the necessary authorizations to get broadband installed, and it will be costly to finance the service on an ongoing basis.

### **ProFIT Issues**

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

- Bill presented operations report for March 2021.
- Mindy indicated that only a limited schedule of in-person group exercise classes is initially planned on reopening. Instead of the 10-12 classes per day scheduled pre-COVID, live in-person offerings will likely be limited to 2 or 3 daily sessions. Rich indicated that ProFit could help to enhance the list of virtual class offerings.
- Upcoming special event: Virtual STEP class on Friday 30 April. Bill and Mindy will attempt to lend steps to interested participants by arranging an on-campus pickup opportunity.



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**Board Actions:**

**Minutes of 06 April 2021 meeting:** Heather made a motion to approve the minutes of said meeting; Kevin seconded. Vote was 8-0 to approve.

**Treasurer Report for March 2021:** Kevin made a motion to approve the report; Larry seconded. Vote was 8-0 to approve.

The meeting was adjourned at 12:00 EDT. The next regular meeting is scheduled for Tuesday 04 May 2021 at 11:30 EDT.