



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 21 May 2021

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

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

Subject: 19 May 2021 Meeting Minutes

A regular, virtual meeting of the Fitness Association of the Patent & Trademark Office (FAPTO) Board of Directors was held via WebEx on Wednesday 19 May 2021. Board members Larry Lee, Heather Schubert, Jay Patel, Reginald Reyes, Eliana Torres, Lori Mattison and Kevin Bechtel were virtually present. Georgia Epps and Charles Jiang were excused.

A quorum being present, the meeting was called to order by President Heather Schubert at 10:00 EDT.

ProFIT Issues

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

- Bill gave an update on the upcoming 5K run/walk. The website is up; about a dozen registrations already. Carpenter's Shelter logo is prominent. Please spread the word!
- Outdoor class plan: Bill and Larry discussed the plan as presented to Fred Steckler last month. Some changes had been made at the request of management w/r/t safety and security. Georgia had expressed concern about how exercise bikes can be secured in the garage. Larry stated that moving the bikes back and forth for each class from the club to the garage and back would be impractical due the distance involved and the need to use the garage elevators to reach the 5th deck. Rich offered a suggestion to rent a storage "pod" for the duration of outdoor classes. Larry will get a quote.
- Mindy stated that the recent virtual step class was very popular and that she is planning to make it a permanent offering. Also indicated that a new "back and neck" yoga class may soon be offered on Tuesday evenings.



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Discussion Items:

ProFit Evaluation: Kevin distributed a quarterly contractor evaluation form for all board members to complete.

Meeting schedule: Larry proposed an amendment to the board's regular meeting schedule to prevent meetings occurring in consecutive weeks in months that begin on Wednesday. This year (2021) that will happen in September and December unless a change is made.

Board Actions:

Minutes of 04 May meeting: Heather made a motion to approve the minutes of said meeting; Kevin seconded. Vote was 7-0 to approve.

Treasurer's Report: Heather made a motion to approve the April treasurer's report. Kevin seconded. Vote was 7-0 to approve.

Change to Board Meeting Schedule: Larry made a motion to amend the board's regular meeting schedule as indicated below. Kevin seconded. Vote was 7-0 to approve

The FAPTO Board meets twice monthly; each first Tuesday at 11:30 a.m. and each third Wednesday at 10:00 a.m. (Exception: Should the first of the month fall on a Wednesday, the second meeting for that month will be on the fourth Wednesday). Board meetings take place virtually via WebEx. All times are Eastern Time.

The meeting was adjourned at 10:43 EDT. The next regular meeting is scheduled for Tuesday 01 June 2021 at 11:30 EDT.