



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 19 July 2021

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

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

Subject: 16 June 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 16 June 2021. Board members Larry Lee, Heather Schubert, Jay Patel, Georgia Epps, Charles Jiang, Reginald Reyes, Eliana Torres, Lori Mattison, and Kevin Bechtel were present.

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

Christie Clemmons introduced herself to the board at the building management specialist.

ProFIT Issues

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

- Brief discussions on club reopening. Storage pods will not work in the garage due insufficient vertical clearance. Exercise bikes may not be able to be secured with cables. Mindy suggested “bear cages” or fencing that could be installed in the garage for storage. Bill stated that preventive maintenance will likely be required on cardio equipment prior to reopening. Minor repairs to strength equipment is also in order. Heather will schedule an off-line meeting to discuss a possible update to the approved reopening plan. Topics for possible update are masking / temperature checks / social distancing.
- Bill presented the May operations report and stated that the upcoming virtual 5K headcount stands at almost 50 participants.
- Bill stated that he is working on a Community Day video presentation.

Discussion Items:

Matthew Kwan approached the board stating that he has been paying FAPTO dues since approximately 2015 but that he is not a member of the fitness center; he attended once as a free-pass guest visit. Larry expressed concern that the generic term



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“DISCRETIONARY ALLOTMENT” on paystubs is not descriptive enough and may cause people to overlook erroneous charges. A brief discussion followed; this matter is tabled until Mr. Kwan presents more detailed information regarding start and end dates of dues payment.

The board discussed the recently completed contractor evaluation exercise.

Board Actions:

Minutes of 01 June meeting: Heather made a motion to approve the minutes of said meeting; Georgia seconded. Vote was 7-0 to approve (Jay / Charles abstained)

Treasurer Report: Kevin made a motion to approve the May treasurer report; Lori seconded. Vote was 7-0 to approve (Jay / Charles abstained)

Contractor Evaluation (Feb-May): Heather made a motion to approve the evaluation; Kevin seconded. Vote was 7-0 to approve (Jay / Charles abstained).

The meeting was adjourned at 11:20 EDT. The next regular meeting is scheduled for Tuesday 06 July 2021 at 11:30 EDT.