



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: 06 July 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 Tuesday 06 July 2021. Board members Larry Lee, Heather Schubert, Jay Patel, Georgia Epps, Charles Jiang, Eliana Torres, Lori Mattison, and Kevin Bechtel were present. Reginald Reyes was excused.

A quorum being present, the meeting was called to order by President Heather Schubert at 11:35 EDT.

ProFIT Issues

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

- Rich reported that the virtual 5K was pretty successful.
- Mary presented the marketing plan for July / Aug / Sept
- There will be a special virtual HIIT class for community day, along with Bill's virtual fitness segment in the main program
- Promotion to cut price for virtual memberships
- Mandy is returning to staff

Reopening discussion: PTO management requests a “skinny” plan. The board discussed the status of other clubs and fitness centers. No masks are required; locker rooms and dressing rooms appear to be fully open. PTO policy now states that masks are not required indoors for fully vaccinated occupants. Lori suggested that members should proactively present proof of vaccination. Rich stated that other locations managed by ProFIT are on the honor system. Kevin suggested that HIPAA laws are not applicable here as we are not medical professionals. It is not a violation of HIPAA laws to inquire about a member's vaccination status. Heather will schedule a virtual meeting next week to further discuss the reopening plan.

Discussion Items:



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Matthew Kwan will likely present his case for a dues refund to the board at the next meeting (21 July). Larry stated that he would like to push for improving the descriptive label on our paystubs; this is the second instance of a possible dues refund in a calendar year. A more descriptive paystub label might help to mitigate such issues going forward.

Heather briefly discussed the Emerging Leader's program and status.

Board Actions:

none

The meeting was adjourned at 12:31 EDT. The next regular meeting is scheduled for Wednesday 21 July 2021 at 10:00 EDT.