



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 21 July 2021

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

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

Subject: 21 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 Wednesday 21 July 2021. Board members Larry Lee, Reginald Reyes, Heather Schubert, Georgia Epps, Lori Mattison, Kevin Bechtel and Sharlamar Taliaferro-Savannah were present.

Charles Jiang, Eliana Torres and Jay Patel 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, Mandy Wright, and Mindy Green attended.

- Bill presented the June ops report. Cancellations have gone down.
- Bill and Mindy discussed Community Day
- Bill stated that preventive maintenance needs to be done on gym equipment; the board feels that this need not wait until reopening.

Reopening discussion: A revised draft of the “skinny” plan requested by PTO management was reviewed and discussed. The plan was the subject of an off-line subcommittee meeting last week. Larry asked that it be further revised to indicate that a “beta” test class or two may be held during the initial two-week period when the club first reopens although group exercise classes are not scheduled. Rich stated that other federal agency gyms have reopened including the one at HUD headquarters. Heather stated that she will see about obtaining a waiver so that the FAPTO gym might reopen sooner than 60 days after the announcement of phase 2. N.B. The PTO Daycare Center, similarly situated, is already open.

Pay Stub Notation: Larry and Sharlamar discussed the effort to improve the notation on members’ pay stubs. Currently the notation is “DISCRETIONARY ALLOTMENT” which, according to Sharlamar, could include an allotment to other groups besides FAPTO. OHR has reached out to the National Finance Center which indicated that making a change to pay stub notation will involve a programming cost to be borne by



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the agency making the request. Michelle Martin, the OHR Division Chief in Compensation & Benefits, will ask the Director of OHR if PTO can initiate the request.

Retroactive Refund Request: Bill is in discussion with another member who would like to make a retroactive dues refund request. The board briefly discussed and is in agreement that such requests will not be entertained, unless ProFIT management feels that there is evidence of extraordinary mitigating circumstances.

Discussion Items:

Matthew Kwan has agreed to defer presenting his case for a refund before the board to a later date, pending additional information that may be forthcoming from OHR.

Carpenter's Shelter: Discussion of whether or not to cover the processing fees when making a donation of the proceeds from the virtual 5K. Tabled the discussion.

Board Actions:

Treasurer Report for June 2021: Georgia made a motion to accept; Heather seconded. Vote was unanimous 6-0 in favor.

Meeting Minutes for 16 June 2021: Georgia made a motion to accept; Kevin seconded. Vote was unanimous 6-0 in favor.

Meeting Minutes for 06 July 2021: Georgia made a motion to accept; Lori seconded. Vote was unanimous 6-0 in favor.

Carpenter's Shelter Email Vote (7/22-7/26): Georgia made motion to round up check to Carpenter's Shelter from \$670 to \$700; Larry seconded. Vote was:

6 – Approve 1 – No 2 – No Response

The meeting was adjourned at 11:15 EDT. The next regular meeting is scheduled for Tuesday 03 August 2021 at 11:30 EDT.