



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 29 August 2021

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

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

Subject: 18 August 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 18 August 2021. Board members Larry Lee, Reginald Reyes, Heather Schubert, Georgia Epps, Jay Patel, Lori Mattison, Eliana Torres, Kevin Bechtel and Sharlamar Taliaferro-Savannah were present.

Charles Jiang was excused.

A quorum being present, the meeting was called to order by President Heather Schubert at 10:03 EDT.

ProFIT Issues

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

- Bill presented the July ops report
- Bill discussed extending the short-term promotional membership; this was conceived and implemented when we thought we were 3-4 months away from reopening.
- Heather proposed creation of a subcommittee to study options for a dues update with an eye towards offering a tiered membership structure once the gym physically reopens. Heather asked Sharlamar to join, as a tiered membership structure (with concomitant dues differentiation) may impact OHR.
- Bill stated that the recent Community Day letter with a clear reminder that dues collection has been going on since last August did not lead to a rush of cancellations.
- Heather reported that OHR has determined that the effort to have NFC change the pay stub label “discretionary allotment” to something more descriptive would be cost-prohibitive. Heather will follow up to determine what the actual cost is.
- General discussion on a dues refund for a particular case comprising extenuating circumstances.



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Board Discussion:

Annual Meeting / Elections: The upcoming board elections and timeline for voting was discussed. It was decided to hold the annual meeting on Wednesday 22 September. This is slightly later in the year than usual.

Reopening: General discussion regarding reopening. Larry asked Georgia to determine a breakeven membership level that would be sufficient to maintain a virtual-only presence. Heather stated that she would try to find out from Fred Steckler's group if they have an estimate of the number of employees who will remain on campus once it fully opens.

Board Actions:

Treasurer Report for July 2021: Heather made a motion to accept; Larry seconded. Vote 8-0-0 (yes – no – abstain)

Meeting Minutes for 03 August 2021: Heather made a motion to accept; Larry seconded. Vote 7-0-1

Meeting Minutes for 21 July 2021: Lori made a motion to accept; Heather seconded. Vote 8-0-0

The meeting was adjourned at 11:49 EDT. The next regular meeting is scheduled for Tuesday 07 September 2021 at 11:30 EDT.