



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 08 September 2021

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

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

Subject: 07 September 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 07 September 2021. Board members Larry Lee, Reginald Reyes, Heather Schubert, Georgia Epps, Jay Patel, Lori Mattison, Eliana Torres, Charles Jiang, Kevin Bechtel and Sharlamar Taliaferro-Savannah were present.

A quorum being present, the meeting was called to order by President Heather Schubert at 11:30 EDT.

ProFIT Issues

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

- Bill presented the marketing plan (Mary on leave today)
- Bill discussed the possibility of charging for the upcoming "Walk to Broadway" major fitness challenge so that we could make another charitable contribution. Georgia stated that it is CFC season so perhaps we should not charge at this time.
- OHR states the cost to change the E&L statement label for FAPTO dues is \$29,000. Neither OHR nor FAPTO appear to be prepared to spend such a sum. ProFit is asked to highlight the "DISCRETIONARY ALLOTMENT" label on membership sign up materials. Any further emails to members that mention dues should indicate that "DISCRETIONARY ALLOTMENT" on their E&L statement is FAPTO dues.

Board Discussion:

Annual Meeting

The annual meeting will be held virtually on Wednesday 22 September, from 10-11 am; followed by a regular (virtual) board meeting from 11-12 noon. An email will be sent out to membership with the regular WebEx link for the meeting.



Fitness Association of the Patent and Trademark Office PTO Fitness Center

Dues Refund

Matthew Kwan appeared virtually before the board. He entered the fitness center once, sometime in 2015, using a one-day guest pass. He stated that he never re-entered the fitness center, never filled out a membership form, and never intended on being a dues-paying member of FAPTO.

Nonetheless, he has been charged regular dues since 2015 and did not realize this until just recently. Dues collection has since ceased; the total amount collected is \$1642.24 over 5 ½ years. End-of-year E&L statements, as well as other E&L statements, were used in an audit performed by Heather. Bill Hall reports that he cannot find a signed membership form for Mr. Kwan in club records. No such record can be produced by OHR.

Matthew respectfully asked for a refund. Larry asked if he would be OK receiving a refund over time; Matthew agreed. The board's position is that this is a special situation wherein a non-member was being charged dues. No evidence exists to suggest that Mr. Kwan ever intended on being a dues-paying member.

Misc. Discussions

Charles provided Election Committee Update – four candidate interest emails received so far. Decided candidate with lowest votes will be designated 2-year position.

Membership Tier Committee created – Larry to lead with members Kevin, Sharlamar, and Eliana.

Heather provided summary of 8/31/21 meeting with Lisa, Luis, Kevin Mahoney, Darlene Lyles, and others regarding submitted Re-opening Plan and petition for exemption to open during Phase I. Kevin Mahoney to discuss with Fred Steckler and circle back.

Board Actions:

Fall Fitness Promotion: Georgia made a motion not to charge members for this promotion; Kevin seconded. Vote 8-1-0 (yes – no – abstain). Motion carried.

Dues refund for Matthew Kwan: Larry made a motion to refund \$1500 to be paid out over 15 months; Eliana seconded. Vote 1-8-0. Motion failed.

Kevin made a motion to refund the full amount of \$1642.24 at once; Georgia seconded. Vote 6-2-1. Motion carried.



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

The meeting was adjourned at 12:45 EDT. The next regular meeting is scheduled for Wednesday 22 September 2021 at 11:00 EDT, immediately after conclusion of the Annual Meeting.