



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 22 September 2021

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

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

Subject: 22 September 2021 Board Meeting Minutes & FAPTO Annual 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 22 September 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.

The first portion of today's meeting was dedicated to the FAPTO Annual Meeting. All FAPTO members were invited by email to attend the Annual Meeting. The Annual Meeting started at 10:05 EDT.

Heather opened the FAPTO Annual Meeting by giving a status report on major board activities for the past year. She also briefly described board positions and responsibilities. Georgia gave a treasurer's report. Bill Hall (GM, ProFIT) presented the annual operations report. Mindy discussed group exercise. Candidates up for election or re-election gave brief statements. A question & answer session followed. The Annual Meeting ended at 10:45 EDT.

A quorum being present, the FAPTO Board meeting was called to order by President Heather Schubert at 10:48 EDT.

ProFIT Issues

Bill Hall attended.

- Bill presented the August ops report. Appx. 40 members terminated during the month.
- Logistics of the Fall "Walk to Broadway" challenge were discussed. Members will use RunSignUp to log miles. Members can also earn miles by participating in Group Exercise classes, walking on a treadmill, or performing other wellness activities.
- Logistics of the upcoming election and survey were discussed.



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Board Discussion:

Treasurer Report: Georgia presented the August treasurer's report. We are currently below 1400 members. Appx. 1200 members would be the financial breakeven for our virtual presence. Larry noted that at the current attrition rate, we could find ourselves at the breakeven point in 2Q22 (Jan-Feb 2022 appx) and would have to dip into reserves to continue operations. Georgia stated that a check has been mailed to Matthew Kwan.

MindBody: The board had a general discussion of the virtual MindBody platform, in use since summer of 2020. While MindBody has served FAPTO reasonably well, there are shortcomings. ProFIT will be asked to research & report alternatives.

Contractor Evaluations: The board discussed the most recent quarter's (FY2021 Q3) evaluations; the comprehensive performance score is 96.

Board Retirement: This was Eliana's last meeting as a FAPTO board member; thanks for your service, Eliana!

Board Actions:

Treasurer Report for August 2021: Georgia made a motion to accept; Lori seconded. Vote 8-0-0 (yes – no – abstain)

Meeting Minutes for 18 August 2021: Georgia made a motion to accept; Lori seconded. Vote 8-0-0

Meeting Minutes for 08 September 2021: Heather made a motion to accept; Lori seconded. Vote 8-0-0

The meeting was adjourned at 11:41 EDT. The next regular meeting is scheduled for Tuesday 05 October 2021 at 11:30 EDT.