



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: 18 October 2021

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

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

Subject: 05 October 2021 Board 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 05 October 2021. Board members Larry Lee, Charles Jiang, Reginald Reyes, Heather Schubert, Georgia Epps, Jay Patel, Lori Mattison, Kevin Bechtel and Sharlamar Taliaferro-Savannah were present. New member Leisl Baumann was excused.

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

### **ProFIT Issues**

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

- Mary presented the 3 month marketing plan and encouraged all to sign up for the next major promotion “Walk to Broadway” for which there is a webinar scheduled tomorrow (06 October 2021). N.B. during said webinar, Larry Lee suggested that the prize listing be amended so that eventual winner(s) can choose to receive a gift certificate to a local theater in their area of residence (vs. the National Theatre in Washington DC which some might not find useful).
- The survey that accompanied the election ballot had approximately 60 responses. The survey will be re-sent to all members who have yet to respond.

### **Board Discussion:**

**Treasurer Report:** Georgia presented the August 2021 treasurer’s report.

FAPTO is currently still operating in the black. A discussion was held about what type of budget to prepare for the coming year. Last year we adopted a 50% open / 50% closed budget and revised it mid-year. This year it was requested that the treasurer prepare two budgets; again 50/50 and one that assumes a 100% virtual operation, for discussion purposes.



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

**Letter to USPTO Management:** Kevin remarked that of the surveys turned in, the majority indicated that they would likely return to the physical gym but on an infrequent basis. Heather led a discussion regarding reopening. It was agreed that a letter should be sent to USPTO management informing them that due to member attrition, the board expects that sometime in the first quarter of calendar year 2022, FAPTO will reach a point where the cost of maintaining a virtual presence exceeds monthly member dues income. The letter will ask when the association might expect to be able to reopen the physical facility, as having a firm reopening date might help to stem said attrition rate, which is unsustainable. In addition, the letter will inquire as to what type of additional financial assistance might be available in order to ensure that FAPTO continues as a going concern.

**Board Actions:**

**Executive Officer Elections** (treasurer position deferred until spring):

**President:** Reggie nominated Heather Schubert, who accepted. Kevin seconded. Vote 8-0-0 (yes / no / abstain)

**Vice President:** Reggie nominated Kevin Bechtel, who accepted. Georgia seconded. Vote 8-0-0

**Secretary:** Reggie nominated Larry Lee, who accepted. Heather seconded. Vote 8-0-0

**Meeting Minutes for 22 September 2021:** Georgia made a motion to accept; Kevin seconded. Vote 8-0-0

The meeting was adjourned at 12:33 EDT. The next regular meeting is scheduled for Wednesday 20 October 2021 at 10:00 EDT.