



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: 17 November 2021

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

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

Subject: 17 November 2021 Board Meeting Minutes

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A regular, virtual meeting of the Fitness Association of the Patent & Trademark Office (FAPTO) Board of Directors was held via WebEx on Wednesday 17 November 2021. Board members Larry Lee, Reginald Reyes, Heather Schubert, Georgia Epps, Jay Patel, Lori Mattison, Kevin Bechtel, Liesl Baumann and Charles Jiang were present (Heather left the meeting at 11:00 EST thus abstained from both recorded votes).

A quorum being present, the FAPTO Board meeting was called to order by President Heather Schubert at 10:00 EST.

### **ProFIT Issues**

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

- Reopening: Bill stated that ProFIT will require 2-4 weeks advance notice to reopen the physical facility. 2-3 weeks is more likely. Limiting factors are staff and supplies. Larry noted that upon initial opening, hours of operation will be limited to M-F only with a later than usual opening and earlier than usual closing, thus staffing should be easier. Bill indicated that the club would be able to open more quickly if the locker rooms are not opened right away.
- Operations Report for October: Bill stated that he has yet to receive overall membership information from HR. 21 cancellation requests were processed.
- Virtual Health Fair scheduled for tomorrow (18 November); 3-4 vendors have signed up to participate.
- Video-on-demand feature added to MindBody landing page; this should improve utilization of prerecorded group exercise videos.
- Other video platforms: Bill, Mindy and Rich report that they have been analyzing other platforms and they are not ready to recommend a viable alternative. Nothing they have seen so far represents a marked improvement on what we currently utilize.



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**Board Discussion:**

**Budget:** Georgia stated that she has been working with ProFIT management so that a budget for the current FY can be prepared. Information on the initial management fee will be vital for the reopening scenario.

**Contractor Evaluation:** Kevin stated that it is time for a quarterly evaluation; emailed forms will go out shortly.

**Transition from WebEx to MS Teams:** Larry will be setting our regular meetings up in Teams; invites will go out shortly.

**Upcoming Meeting:** Larry stated that an upcoming board meeting is currently scheduled for Wednesday 22 December from 10:00-12:00 EST; three (3) days before Christmas. Here are some alternatives to consider:

- 1) Hold meeting as scheduled
- 2) Cancel & don't reschedule
- 3) Move to Wednesday 15 December (EOQ is the 18<sup>th</sup>)
- 4) Move to Wednesday 29 December (many take the entire week off)
- 5) Cancel & make the Tuesday 04 January meeting a two-hour meeting

Kevin suggested tabling the matter until the next meeting as we may know more about reopening by then. No decision was made today.

**Board Actions:**

**Meeting Minutes for 02 November 2021:** Kevin made a motion to accept; Georgia seconded. Vote 8-0-1 (yes/no/abstain)

**Treasurer's Report for October 2021:** Kevin made a motion to accept; Lori seconded. Vote 8-0-1

The meeting was adjourned at 11:30 EST. The next regular meeting is scheduled for Tuesday 07 December 2021 at 11:30 EST.