



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 07 December 2021
To: Board of Directors; Members
Fitness Association Patent & Trademark Office

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

Subject: 07 December 2021 Board Meeting Minutes

A regular, virtual meeting of the Fitness Association of the Patent & Trademark Office (FAPTO) Board of Directors was held via Microsoft Teams on Tuesday 07 December 2021. Board members Larry Lee, Heather Schubert, Lori Mattison, Kevin Bechtel, Liesl Baumann and Sharlamar Taliaferro-Savannah were present. Georgia Epps was excused and joined late. Reggie Reyes and Charles Jiang were excused. Jay Patel did not attend.

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

ProFIT Issues

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

- Bill reports that the “Road to Broadway” challenge has successfully concluded, although Larry is still stuck on the Delaware Memorial Bridge. Great event.
- The Marketing Plan for December – February and the Marketing Plan for November were discussed.
- The FAPTO Virtual Holiday Party is scheduled for 16 December at 1800 EST.

Reopening (yay!)

- FAPTO has been given the go-ahead by PTO management to reopen the gym in January 2022; the target date is Monday 03 January. Bill and Richard were asked when staffing and supply issues will be finalized so that proper reopening announcements can be made. Bill stated that Friday 17 December is his target date for this.
- Bill stressed the need to remain flexible. Larry suggested that for the first week or two, a partial reopening might be a worthwhile goal. Opening 3x/week would still be considered a “win” in that the facility would actually reopen, albeit not every business day. Better for ProFIT to set a modest initial reopening goal and



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fully meet it than try for a more aggressive goal and fall short. Bill stated that he will give this option due consideration when he reports back to the board on the 17th with a more detailed initial reopening proposal. N.B. Per our current reopening plan, locker rooms shall be completely closed off during the first two weeks, and Saturday reopening is deferred at least until the USPTO extends its campus occupancy hours.

- Logistics of how to announce the reopening of the gym was discussed. On the one hand, an early announcement will generate excitement and could serve to temper our membership attrition rate. On the other hand, announcing reopening before the logistics of hours / days have been set and finalized might prove problematic. General consensus appears to favor as early an announcement as possible.
- Unvaccinated member entry was discussed. Some board members expressed a preference for disallowing fully unvaccinated members entry into the gym (similar to performance venues such as the Kennedy Center). Liesl stated that fully vaccinated individuals can still spread COVID-19 thus disallowing access to unvaccinated members may be discriminatory and prove problematic. Heather will approach PTO management to see if they have resolved this issue. The position of the Board appears to be that we would like to avoid the responsibility of checking member vaccination status upon entry to the gym. FAPTO will abide by PTO policy, including the requirement that all members wear masks at all times while in the gym (excluding while showering) as the gym is considered a common area.
- Georgia prepared a proposed budget indicative of a 3 months closed / 9 months open operational stance. This will be discussed at the next Board meeting. Richard stated that a monthly management fee of \$38,000 will apply during months in which the gym is open. This is an increase from the \$25,000 fee to maintain a virtual stance, but is a significant decrease from the \$45,000 previously charged. Richard expressed his thanks to the Board and FAPTO members for their financial support of ProFIT during the shutdown.
- Membership Agreement Form: Kevin drafted and distributed a proposed update to said form and asked all to weigh in on it by COB Friday 10 December 2021.

Board Actions:

None taken today.

The meeting was adjourned at 12:29 EST. Due to the upcoming holidays and the need to meet again before reopening, **the next regular virtual meeting is scheduled for Monday 20 December 2021 at 10:00 EST.**