



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 20 December 2021

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

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

Subject: 20 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 WebEx on Monday 20 December 2021. All board members (Larry Lee, Reginald Reyes, Heather Schubert, Georgia Epps, Jay Patel, Lori Mattison, Kevin Bechtel, Liesl Baumann, Sharlamar Taliaferro-Savannah and Charles Jiang) were present.

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.

- Mary Stanley will be leaving ProFIT soon, she was thanked for her marketing service to the association over the past few years
- Reopening: The gym is set to reopen Tuesday 04 January 2021. Due to limited staffing, for the first two weeks of January, the gym will be open Tuesday-Thursday (closed Friday through Monday) and as per the previously submitted reopening plan, locker rooms shall be completely closed off. A table will be available for members to leave their personal items. The Board discussed partially reopening the locker rooms (without shower access) for the initial two-week period but decided against so as this was not part of the previously submitted initial reopening plan.
- As of 18 January (the 17th being a Federal holiday) the gym will be open Monday-Friday, with locker rooms and showers fully open and available for use.
- No personal training sessions or live, in-person group exercise activities will be held during the first two weeks (N.B. per the reopening plan, a limited number of “soft” group exercise sessions may be held during this period with restricted attendance in order to practice safety protocols).
- A proposed COVID waiver form was discussed. The waiver is used at similar facilities and will be amended to include specific PTO-related entities and then



Fitness Association of the Patent and Trademark Office PTO Fitness Center

submitted to PTO Management for approval. Members will be requested to sign the form upon first entry.

- Minor adjustments were discussed to the reopening plan w/r/t capacity requirements.
- A member guide to reopening was presented and discussed. Entry will be by reservation for 45-minute blocks of time. Walk-ups will be accommodated as capacity allows. Members will be asked to cancel reservations if they find they will be unable to keep them. Back-to-back reservations are OK as capacity allows.

Board Discussion:

Budget: Georgia presented a proposed FY22 budget reflective of 3 months closed and 9 months open which seems likely at this point. Alternative budgets were also prepared. ProFIT fees will be \$38k/month that the gym is open; up from \$25k/month for a virtual-only presence but down from \$45k/month prior to shutdown. The lower fee is driven by reduced operating hours; the number of member visits should not have any immediate effect on staffing levels. Certain LCOR cleaning fees are removed as staff and members will be asked to perform these tasks.

Statement of Work: Revisions to the current ProFIT / FAPTO statement of work (SOW) were discussed. It was noted that the SOW was not formally amended when the gym shut down. Marketing efforts on the part of ProFIT is included but is no longer charged separately. This should be memorialized in the revised SOW. In return for flexibility on management fees, ProFIT is asking for a two (2) year extension to the SOW which currently is set to expire in 2023.

Contractor Evaluations: Kevin reminded all board members to fill out and submit a quarterly report

Board Actions:

Treasurer's Report for November 2021: Heather made a motion to accept; Kevin seconded. Vote 9-0-0 (yes/no/abstain)

FAPTO FY 22 budget: Heather made a motion to accept; Kevin seconded. Vote 8-0-1



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

ProFIT Revised SOW: Georgia made a motion to accept; Larry seconded. Vote 8-0-1.

Meeting Minutes for 17 November 2021: Heather made a motion to accept; Kevin seconded. Vote 9-0-0

Meeting Minutes for 02 December 2021: Heather made a motion to accept; Kevin seconded. Vote 9-0-0

The meeting was adjourned at 11:40 EST. The next regular meeting is scheduled for Tuesday 04 January 2022 at 11:30 EST.