



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 04 January 2022

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

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

Subject: 04 January 2022 Board Meeting Minutes

A regular, virtual meeting of the Fitness Association of the Patent & Trademark Office (FAPTO) Board of Directors was held via MS Teams on Tuesday 04 January 2022. Board members Larry Lee, Heather Schubert, Georgia Epps, Jay Patel, Lori Mattison, Kevin Bechtel, Liesl Baumann and Sharlamar Taliaferro-Savannah were present. Charles Jiang was excused; Reginald Reyes was absent.

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

ProFIT Issues

Bill Hall, Rich Mandley and Mindy Green attended.

- Bill reported that the club re-opened this morning; already two members are working out. One new membership sale was made. The club opened at 11am (vs. scheduled 07:30) due the aftereffects of yesterday's snowstorm.
- Heather reported that PTO Management is closely monitoring community COVID transmission rates, which are quite high as the highly transmissible omicron variant becomes predominant. A discussion was held regarding further limiting capacity. Currently the phase 1 cap is set to 50 members per 45-minute timeslot. Bill stated that said cap of 50 represents an overall 25% of full capacity, taking into consideration the space and layout of the club. Larry suggested that this be reduced to 25 members per timeslot for the month of January, in response to the expected peak of the omicron variant. Given the current and expected low number of booked reservations, such an additional 50% reduction for the month of January will likely have no effect on members' ability to use the facility. The Executive Board will revisit this cap at the end of January. Bill will implement the reduced cap and inform membership via a scheduled email due to be sent tomorrow.
- Mask policy was discussed. Some members have expressed concern over having to wear masks while working out. As the gym is a shared public space, masks are required to be worn at all times per PTO policy, and the board



Fitness Association of the Patent and Trademark Office PTO Fitness Center

concur. As per our reopening guide, mask use is required at all times while in the facility (except while actively showering). CDC has recommended the use of N95 or KN95 masks. A discussion was held as to whether FAPTO should adopt this stance. Larry stated that while offering more robust protection, N95 / KN95 masks limit airflow thus making it somewhat difficult to breathe; many may find this bothersome while working out. These masks are no longer in short supply, but they are pricey, and most people have yet to procure them. Lori suggested that there are masks on the market that are designed for working out; perhaps ProFIT can do a write-up about such masks. However, the general feeling of the board is that we should not create a mandate that goes above and beyond the USPTO's mask requirements.

Board Discussion:

ProFIT Statement of Work (SOW): Heather presented an addendum to the agreement that corrected an error in fee calculation. Any overage paid for January 2022 will be credited in the coming months.

Contractor Evaluations: Results for the evaluation period ending 15 November 2021 were discussed; rating was 96%. Larry stated that he would like to see a late-night group exercise offering; Lori suggested scheduling such a class as a test for a short period of time to gauge interest. Larry will follow up with Mindy.

Goals for the Year: Heather stated that this year's priorities will include the finalization & implementation of a tiered fee structure with a concomitant fee increase, as well building out infrastructure to facilitate livestreaming group exercise classes from the gym; this to better serve our teleworking members.

Marketing: Closer coordination with the Patent Training Academy was discussed; Lori and Leisl will lead this effort.

Board Actions:

ProFIT Revised SOW: Heather made a motion to accept; Kevin seconded.
Vote 7-0-0 (yes/no/abstain)



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Meeting Minutes for 20 December 2021: Heather made a motion to accept;
Lori seconded. Vote 7-0-0

The meeting was adjourned at 12:33 EST. The next regular meeting is scheduled for
Wednesday 19 January 2022 at 10:00 EST.