



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 07 February 2022

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

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

Subject: 01 February 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 01 February 2022. Board members Larry Lee, Heather Schubert, Reggie Reyes, Georgia Epps, Jay Patel, Lori Mattison and Kevin Bechtel attended. Liesl Baumann and Charles Jiang were excused; Sharlamar Taliaferro-Savannah was absent.

A quorum being present, the FAPTO Board meeting was called to order by President Heather Schubert at 11:33 EST.

ProFIT Issues

Bill Hall, Rich Mandley and Mindy Green attended.

- Bill presented the operations report for December 2021. He reported that January sales were up with some members returning now that the gym has reopened. In-person attendance has picked up each week. The number members using club facilities at any one time has yet to hit double digits.
- A discussion was held regarding how best to protect the walls in the East studio from inadvertent marks and damage caused by members' use of the spin bikes. Procurement and installation of plexi-glass was suggested.
- Larry noted that the temporary capacity restriction (25 members per timeslot) implemented for the month of January technically expires today, so theoretically there could now be 50 members per timeslot in the gym (compliant with phase 1 reopening). As the Omicron variant is still causing a relatively high COVID transmission rate, Larry suggested extending the temporary capacity restriction of 25 members per time slot through the end of February 2022. A discussion followed. Bill stated that he did not think that such a capacity restriction would have an adverse effect as in-person attendance remains relatively light. If passed, and if no further action is taken by the board, this extension of the 25 per timeslot capacity reduction will expire at COB on 28 February 2022, and the cap will rise to 50 members per timeslot on 01 March 2022.



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- Bill and Mindy discussed the release of an upcoming group exercise e-mail survey. Larry suggested that prior to releasing a formal class schedule, one or two “soft opening” group exercise classes could be held so as to juice interest in in-person group exercise classes as well to test reservation and safety protocols. Such “soft opening” classes are allowed under the reopening plan submitted to PTO management. The “soft opening” group exercise classes would have limited capacity and be well publicized in order to give members sufficient time to plan to attend. Bill and Mindy stated that they will work to make this happen.

Board Discussion:

Member Loyalty / Recognition: A discussion was continued regarding how to best reward members who maintained their FAPTO membership during the shutdown. Kevin volunteered to draft a letter to members announcing a “VIP” program with benefits TBD.

Board Actions:

25 Members per timeslot capacity cap for February 2022: Larry made a motion to extend the temporary capacity restriction effective immediately, through and including 28 February 2022; Heather seconded. Vote 6-1-0 (yes/no/abstain) passed.

Meeting Minutes for 19 January 2022: Heather made a motion to accept; Kevin seconded. Vote 7-0-0

The meeting was adjourned at 12:29 EST. The next regular meeting is scheduled for Wednesday 16 February 2022 at 10:00 EST.