



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 16 February 2022

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

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

Subject: 16 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 Wednesday 16 February 2022. Board members Larry Lee, Heather Schubert, Reggie Reyes, Georgia Epps, Jay Patel, Lori Mattison, Charles Jiang, Sharlamar Taliaferro-Savannah and Kevin Bechtel attended. Liesl Baumann was excused.

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

ProFIT Issues

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

- Bill presented the marketing report for December and January, as well the marketing plan for February through April 2022.
- Attendance is picking up week by week. Bill stated that he would like to increase the allowed capacity per time slot up to 50 members starting in March. Larry replied that the current cap of 25 is set to expire on 28 February; if the board takes no action, 50 will be the limit (per reopening phase 1) as of 01 March.
- Bill stated that he has been approached by members of the campus security force about membership. A discussion followed and it was suggested to actively market membership to the security force and the cleaning force given that only those with campus building access are able to enter the gym at this time.
- The VIP club was discussed; Kevin drafted a letter to members who have maintained their membership during the shutdown. A discussion followed about benefits and a vote was taken to allow for free hydromassage use by VIP club members during the month of March 2022.
- Mindy presented a proposed schedule for in-person group exercise (GrEx) classes to commence in March; yoga, strength, cycle and abs will be the initial offerings, with one class daily at various times. She and Bill stated that the schedule was based on member feedback from the recent survey, which was also discussed. Mindy stated that she needs to determine whether any current



Fitness Association of the Patent and Trademark Office PTO Fitness Center

virtual GrEx classes would have to be cut in order to add in-person classes. A lively discussion was held regarding the benefits and tradeoffs of doing so. The long-term solution is to be able to live-stream all in-person classes (except perhaps cycle classes) so that such a tradeoff will not be necessary; live-streaming all in-person GrEx classes will be a great way to serve members who choose to continue to telework partially or exclusively once (if?) the campus fully reopens.

Board Discussion:

Budget / ProFIT Fees: The January budget report was discussed. Magazines have been zeroed out; although magazines are still being received, no current subscriptions have been or will be renewed. Kevin made an observation that ProFIT fees appear to be the single largest line item in our budget. The board approved Kevin to enter into discussion with ProFIT management about ways to possibly lower the staffing cost in the short term. The “floor” observer position was discussed in particular.

Verizon: Heather gave an update on the effort to wire the fitness studios to allow for live streaming of group exercise classes. It’s complicated. Also, funding issues aside, we still need to obtain official permission to “film” in the gym.

Board Actions:

Group Exercise: Heather made a motion to restart a limited GrEx schedule starting 14 March 2022; Lori seconded. Vote 5-1-0 (yes/no/abstain) passed.

VIP Club Reward: Heather made a motion to provide free hydromassage access to VIP members during March 2022; Lori seconded. Vote 6-0-0 (yes/no/abstain) passed.

Meeting Minutes for 01 February 2022: Heather made a motion to accept; Kevin seconded. Vote 8-0-0 passed

Treasurer Report for January 2022: Heather made a motion to accept; Kevin seconded. Vote 8-0-0 passed

The meeting was adjourned at 11:57 EST. The next regular meeting is scheduled for Tuesday 01 March 2022 at 11:30 EST.