



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 01 March 2022

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

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

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

A quorum being present, the FAPTO Board meeting was called to order by President Heather Schubert at 11:31 EST.

ProFIT Issues

Bill Hall, Rich Mandley and Mindy Green attended.

- Bill presented the operations report for January 2022. He stated that attendance has been slowly rising, and that it doubled during the third week of operation coincident with the reopening of the locker rooms as well 5-day operation (the first two weeks of operation, the club was open 3-days per week and the locker rooms were closed). 15 cancellations were received in January, mainly due to telework/hoteling/lack of use.
- Kevin worked with Rich on an update to the MOA regarding allowing personal training sessions to be performed by ProFIT staff while they are on floor duty.
- Heather worked with ProFIT to discuss upcoming changes to FAPTO's MOA with the PTO which was triggered by the reopening.
- Heather mentioned that contractors, including ProFIT, must follow all PTO policies w/r/t vaccination & masking but that compliance is up to the contractor.
- Heather gave an update on the complicated effort to wire the studios to allow livestreaming of GrEx classes. There are a lot of interested parties. Larry added that once the cameras are in place, instructor training will be crucial as instructors livestreaming their in-person classes will have to teach to, and be mindful of, two simultaneous audiences.
- The timeline for a dues refresh to include tiered memberships was discussed; the target date is still 01 October (start of the new federal fiscal year). The club will



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have been open for a full nine (9) months at that point and hopefully the campus will have moved out of phase one so that better decisions can be made this summer based on a steady-state analysis of club operations. Hopefully livestreaming of GrEx classes will also be in place by then.

- Bill stated that the temporary reduction (to 25) in the number of members allowed to use the club per timeslot during January and February had no practical effect on utilization as the number of members in the club at any one time never exceeded approximately 13. As of today, 50 members are allowed per timeslot. Bill stated that the MindBody check-in software is able to inform staff whether or not a member has a reservation so that if the club is at or near capacity, staff has the ability to deny entry as necessary.
- The VIP club was discussed; Kevin will work with Bill to finalize the list of eligible members ASAP and send out a letter so that March benefits can be realized.
- Mindy presented a proposed schedule for in-person group exercise (GrEx) classes to commence during the week of 14 March: The proposed schedule has three GrEx classes: Yoga Tuesday (mid-day), strength Wednesday (late afternoon), and cycle/abs Thursday (also late afternoon). Certain virtual classes with low attendance will end the week prior. Discussion followed.

Board Discussion:

Non-Production Time: Larry reached out to a member of the board of the day care center, which is similarly situated to the FAPTO board. The day care center board does not receive non-production time for board meetings and due to the make-up of their board, they are generally not interested in pursuing it. Discussion followed.

Board Actions:

Meeting Minutes for 16 February 2022: Heather made a motion to accept; Kevin seconded. Vote 9-0-0 passed

ProFIT MOA update: Kevin made a motion to accept the amendment to the MOA to allow for personal training to be performed by staff while simultaneously watching the club floor; Lori seconded. Vote 9-0-0 passed

The meeting was adjourned at 12:23 EST. The next regular meeting is scheduled for Wednesday 16 March 2022 at 10:00 **EDT**.