



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 05 April 2022

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

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

Subject: 05 April 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 05 April 2022. Board members Larry Lee, Heather Schubert, Reggie Reyes, Georgia Epps, Jay Patel, Lori Mattison, 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 11:33 EDT.

ProFIT Issues

Bill Hall, Rich Mandley and Mindy Green attended.

- Bill presented the operations report for February 2022. 14 cancellations were received in January, mainly due to telework/hoteling/relocation.
- Liesl and Bill stated that posters have been designed for placement in the gym windows and (hopefully) on easels in building lobbies. These posters are an effort to increase awareness that the gym has reopened.
- Bill stated that he would like to incorporate in-person marketing efforts to include tabling once the campus moves into reopening phase 3.
- Hours of operation: A proposal was made to increase the hours of fitness center operation to 06:30-19:30 daily, effective 02 May 2022. Discussion followed. Current hours of operation are 07:30-17:30, so the proposal adds three hours per day, with concomitant incremental cost. Given the relatively low number of members currently using the facility, some would prefer to defer the start date until the campus actually moves to phase 3 of reopening (planned for 25 May 2022). Others would like increased hours sooner, due relatively rigid work schedules. Compromises were discussed, such as extending hours only 2 days per week (vs. 5). Further discussion was tabled until the next meeting, when ProFIT was asked to come up with more detailed proposals to include actual incremental cost.



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- Mindy stated that she is working on adding in-person classes to the lineup but nothing has been finalized yet.
- Kevin asked questions about the FAPTO Charter, specifically regarding the possible addition of non-PTO government employees should campus demographics change. Georgia stated that the current charter allows the board to create various categories of “associate membership.”
- Charles Jiang resigned from the board due family relocation. Heather stated that she would write something in the next email newsletter to solicit interest in an appointed position.
- Rich stated that ProFIT is thinking to use the services of an external company to perform marketing functions on behalf of FAPTO.
- Larry stated that there will be a subcommittee meeting to discuss tiered memberships Friday 08 April at 9am.

Board Discussion:

None

Board Actions:

None

The meeting was adjourned at 12:31 EDT. The next regular meeting is scheduled for Wednesday 20 April 2022 at 10:00 EDT.