



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 17 January 2023

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

From: Liesl Baumann
Secretary; Fitness Association Patent & Trademark Office

Subject: 17 January 2023 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 17 January 2023. Board members Kevin Bechtel, Jay Patel, Georgia Epps, Liesl Baumann, Justin Lewis, and Bryan Lee were present. Lori Mattison and Sharlamar Taliaferro-Savannah were absent.

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

Internet Update

Randy Hill attended.

- Randy reported that the internet is in the process of being updated in all the USPTO buildings with Verizon. Part of that process will include wiring the fitness center for higher speed wireless internet so that we can livestream classes. He will keep us updated on the timeline and progress of this agency-wide project.

ProFIT Issues

Rich Mandley, Jill Bakner, Mandy Wright, and Mindy Green attended.

- ProFIT updated the Board on the 2022-December Membership Information and Operations, Sales, and Marketing Reports. We had 10 cancellations last month, but all were from Energy Club members (all dues collected from them previously went directly to Energy Club). We had 5 new member sign-ups. Visits to the gym/class attendance were down in December, which is normal because of use-or-lose leave. Treadmill maintenance was moved from monthly to quarterly due to less traffic, which will save some money each year.
- ProFIT will check on those who have an annual membership to follow up with members when they need to renew.
- OHR is behind on processing new membership forms for payroll deduction. ProFIT has a new log in place to check OHR payroll reports more closely to be able to follow up as needed.



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- Timeline proposal for dues refresh was discussed; Board will discuss at a short meeting on Tuesday 24 January 2023.

Board Discussion and Actions

Secretary Election: Georgia made a motion to elect Liesl Baumann as Secretary; Kevin seconded. Vote 5-0-1 (yes/no/abstain). Motion passes.

Dues: Kevin made a motion to change Bronze Tier price of existing/VIP members from \$7.50/semi-monthly to \$7.25/semi-monthly (\$174/year, \$15.50/month CC); Liesl seconded. Vote 4-1-0 (yes/no/abstain). Motion passes.

Treasurer's Report 2022-December: Kevin made a motion to approve the 2022-December Treasurer's Report; Justin seconded. Vote 5-0-0 (yes/no/abstain). Motion passes.

FY2023 Proposed Budget: The proposed budget was discussed; there were not many changes from last year. Kevin made a motion to approve the FY2023 Budget; Georgia seconded. Vote 5-0-0 (yes/no/abstain). Motion passes.

Masks: It was discussed that as the USPTO is requiring masking in all buildings due to the current Covid infection levels in Alexandria, masks would be required to be worn in the gym since the gym is in a USPTO building. The requirement is set on a weekly basis based on the previous week's Covid infection levels; masks are currently required 14-21 January 2023 in all USPTO buildings. This is a USPTO requirement/policy and not a FAPTO requirement/policy.

Marketing: A number of marketing and social ideas were discussed based on conversations held at the Holiday Party in December. It was decided that a Marketing Committee would be formed, which includes Justin Lewis, Bryan Lee, Georgia Epps, and at least one representative from ProFIT. This committee will brainstorm ideas and work with ProFIT to enact marketing ideas and plan social events as appropriate. Ideas for the committee to discuss include:

- Contact the Wellness Committee about distributing agency wide flyers about the gym; make sure to have a ProFIT representative at Wellness Committee meetings.
- Contact Colonial Parking to see if there is a possibility to offer a discounted parking rate to gym members (to help increase full-time teleworker attendance at the gym).



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- Brainstorm ideas for outreach to NSF and nearby courthouse employees – they don't have a gym on their premises and could join ours as members. Discuss offering a new member special specific to those employees.
- Brainstorm ideas for outreach to full-time teleworkers in the Alexandria area. Discuss offering a new/returning member special specific to those employees.
- Offer a referral bonus for current members who refer a new member to sign-up.
- Offer more social events for gym members:
 - Karaoke party in the gym – charge people a small amount for snacks and have a karaoke machine setup for people to enjoy.
 - Picnic outside in the green space – charge people a small amount for food and have yard games outside to play.

The meeting was adjourned at 11:51 EST. The next regular meeting is scheduled for Tuesday 21 February 23 at 10:00 EST.