



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 28 February 2023

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

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

Subject: 28 February 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 28 February 2023. Board members Jay Patel, Georgia Epps, Liesl Baumann, Lori Mattison, Justin Lewis, and Sharlamar Taliaferro-Savannah were present. Bryan Lee was absent the first hour but joined at 10:53 EST. Kevin Bechtel had an excused absence.

A quorum being present, the FAPTO Board meeting was called to order by Vice President Jay Patel at 10:04 EST.

ProFIT Issues

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

- ProFIT updated the Board on the 2023-January Operations, Sales, and Marketing Reports. Gym visits increased from December; expect it to increase more in February. Class attendance stayed the same as December, but our uptick is usually in February. Heartline will be out tomorrow to fix the step machine, so we will be invoiced for that in the next month. 8 of the virtual class participants have switched to bronze. Mindy and Jill will look into moving some classes back to on-site while keeping some classes in virtual schedule for bronze members. We had one walk-in and one member referral in January, both of which signed up for a membership. One trial membership resulted from the Trim and Tone Challenge. March challenge is to cook a healthy recipe with a prize for one person.
- **Fitness Center Health Fair is 7 March 2023 from 12-2pm.** This is for current members and non-members; anyone who signs up for a membership on that day gets one free month. Vendors include DC Fray Sports Leagues, Hiking Club, Walking Club, Solutions Physical Therapy, Caring Acupuncture, and Fusion. InBody scale will be with us for the whole week from Energy Club (hope to make this a monthly thing).
- There was no Membership Information report because membership changes have not yet been reflected by OHR. However, membership changes we have been seeing



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is approximately 65 cancellations with another 15+ packets sent out, 10 changes to gold, 6 changes to bronze, and everyone else subject to rate change in March. We have had a larger number of membership inquiries in February. We will see a fuller report at the next meeting.

- Georgia brought up the new Marketing Committee and including someone from ProFit; they will schedule a meeting together soon.

Board Discussion and Actions

January Meeting Minutes: Georgia made a motion to approve the 17 January 2023 Meeting Minutes; Jay seconded. Vote 5-0-0 (yes/no/abstain). Motion passes.

Treasurer's Report 2023-January: Report includes one-time expenses for gym insurance and holiday party. Jay made a motion to approve the 2023-January Treasurer's Report; Lori seconded. Vote 6-0-0 (yes/no/abstain). Motion passes.

The meeting was adjourned at 10:57 EST. The next regular meeting is scheduled for Tuesday 28 March 23 at 10:00 EST.