



Fitness Association of the Patent and Trademark Office
PTO Fitness Center

Date: 28 March 2023

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

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

Subject: 28 March 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 March 2023. Board members Kevin Bechtel, Jay Patel, Georgia Epps, Liesl Baumann, and Justin Lewis were present. Lori Mattison, Bryan Lee, and Sharlamar Taliaferro-Savannah were absent. Liesl Baumann had an excused absence to leave at 10:50 EST.

A quorum being present, the FAPTO Board meeting was called to order by President Kevin Bechtel at 10:01 EST.

ProFIT Issues

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

- ProFIT updated the Board on the Membership report for February. Membership decreased overall due to cancellations from the shift to the tiers; however, cancellations were lower than expected and there were also a number of new payroll deductions. Georgia noted that there are some discrepancy with the numbers from MBO and Payroll; Georgia and Jill will meet later to reconcile the numbers.
- ProFIT updated the Board on the 2023-February Operations, Sales, and Marketing Reports. Gym visits overall decreased from January due to February being a shorter month, but the weekly and daily average and the total members attended increased. We will keep promoting the gym to see if we can increase attendance. Brought in money through initiation fees and annual membership fees. The Heartline is now operational. 106 total personal training sessions for the month which is an increase. Upcoming challenge is "Step into Spring". Our most attended classes are all on-site; video viewership and total number of virtual joins went up in February. We had 4 new membership sales in February. Open rate on emails is up significantly after Constant Contact list was updated, but click rate is down.



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- One of the hydromassage beds had a barrier break that needs repaired. The other should be replaced as it has not been replaced before and they should be replaced once a year.
- IT update: the USPTO has provided updated computer equipment to replace our old FAPTO equipment. We are now on the USPTO free WiFi coverage (which is faster than our DSL); Kevin is currently working to get ethernet connection to USPTO internet (technologically it can be done but we need authorization to do so). The old equipment belongs to FAPTO; Kevin suggests keeping the best one and donating the rest after wiping the drives.
- ProFIT proposed a Fitness Center Expense Reduction Proposal. This includes vacating the storage unit, switching membership software from MBO to Wellness Living, reduce preventive equipment maintenance from monthly to quarterly, cancel Verizon DSL, reduce staffing during off-peak hours and classes by five classes per week from 20 hours per week to 17.5 hours per week. This would save about \$4,000 per month.
 - There will be no downtime in the transition from MBO to Wellness Living; WL is what is currently used by ProFIT in other gyms. We would have to get updated credit card numbers from members as those will not be transitioned over for security. WL will have barcode on the app for scanning in if people prefer to use that over barcode on their badge. WL will be much better for signing into classes over MBO.
 - Off-peak hours are currently considered to be evenings on Mondays and Fridays; more can be added to it at a later time. We need to make sure that someone is walking the floor at least once an hour during the decreased staff times.
 - Classes that are removed are not attended at all or are attended by just one person; made sure to merge that class with another one. We have increased video on demand to help cover this too. Also switch to WL will allow classes from other ProFIT gyms to be offered to FAPTO members, which will not cost us anything additional (and will most likely save us money as we could decrease our individual offerings).
- Community Day is May 11 and it is hybrid. We have a SharePoint site for the Virtual offering and we will have a table outside. Send Georgia anything that should be added to the SharePoint site from last year (pictures, videos, etc.). We will discuss discounts and giveaways to offer that day.

Board Discussion and Actions

Hydromassage Barrier: Kevin made a motion to purchase two barriers; Georgia seconded. Vote 5-0-0 (yes/no/abstain). Motion passes.



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Computer Equipment: Kevin made a motion to donate old FAPTO-owned computer equipment; Liesl seconded. Vote 5-0-0 (yes/no/abstain). Motion passes.

Expense Reduction Proposal: Kevin made a motion to approve the Expense Reduction Proposal; Georgia seconded. Vote 5-0-0 (yes/no/abstain). Motion passes.

February Meeting Minutes: Georgia made a motion to approve the 28 February 2023 Meeting Minutes; Jay seconded. Vote 4-0-0 (yes/no/abstain). Motion passes. Liesl left at 10:50 am.

Treasurer's Report 2023-February: Report includes one-time expenses for gym insurance and holiday party. Kevin made a motion to approve the 2023-February Treasurer's Report; Justin seconded. Vote 4-0-0 (yes/no/abstain). Motion passes.

The meeting was adjourned at 11:02 EST. The next regular meeting is scheduled for Tuesday, April 25 at 10:00 EST.