



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: 25 April 2023

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

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

Subject: 25 April 2023 Board Meeting Minutes

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A regular, virtual meeting of the Fitness Association of the Patent & Trademark Office (FAPTO) Board of Directors was held via MS Teams on Tuesday 25 April 2023. Board members Kevin Bechtel, Jay Patel, Georgia Epps, Liesl Baumann, Lori Mattison, and Justin Lewis were present. Sharlamar Taliaferro-Savannah was absent. Bryan Lee had an excused absence.

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

### **ProFIT Issues**

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

- ProFIT updated the Board on the Membership report for March. Membership numbers now reflect all the changes from the shift to tiers. We had 4 new Gold tiers (1 of which was a new member), 33 new Silver tiers (3 of which were new members), and 5 new Bronze tiers, and there were 8 new cancellations. Georgia and Jill reconciled the numbers between Payroll and PTOFCU. One shower membership still needs converted to Silver, since we don't offer shower memberships anymore.
- ProFIT updated the Board on the 2023-March Operations, Sales, and Marketing Reports. Client arrivals are incorrect - realized halfway through the month that Silver tier members weren't being recorded properly in the system (this has now been corrected). We had a number of new members join last month by paying annual dues. The stair master was repaired, and quarterly maintenance was completed. Personal training was up from the last couple of months. "Step into Spring" has started and we are preparing for Yoga for Healthy Backs and a 5K in June. On-site classes have higher attendance than virtual; some of the virtual classes have been removed as of the end of March. Tuesday's Ballroom Basics and Wednesday's Strength class with Frank have very steady, high attendance. Video on demand viewership went up, which could be due to the switch to the new platform. Everything has been migrated from MBO to Wellness Living. The upcoming plan is



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to increase the virtual offerings via the new platform and cut the PTO-only offerings, which will save FAPTO money but increase virtual class offerings to our members. Open and click rates decreased this month, but this is unexpected as the previous month had emails about the water shut-off.

- The upcoming 5K was discussed, and how the charitable donation should be handled. Last year we split the profit between ProFIT and Carpenter Shelter and provided an option for members to contribute additional funds to Carpenter Shelter.
- The Fitness Center Expense Reduction Proposal was discussed (see last month's minutes for specific details in the proposal). Primarily, staffing is reduced during off-peak hours (down 33.5 hours per week), which reduces the monthly management fee to \$29,998.00, which is about \$3,000 less per month.

### Board Discussion and Actions

**5K Race Funds:** Kevin made a motion to 50/50 split the proceeds from the 5K between FAPTO and Carpenter Shelter with an option for registrants to contribute additional monies to the charity; Lori seconded. Vote 4-2-0 (yes/no/abstain). Motion passes.

**Fitness Center Expense Reduction Proposal:** Kevin made a motion approve the proposal; Georgia seconded. Vote 6-0-0 (yes/no/abstain). Motion passes.

**March Meeting Minutes:** Kevin made a motion to approve the 28 March 2023 Meeting Minutes; Jay seconded. Vote 5-0-1 (yes/no/abstain). Motion passes.

**Treasurer's Report 2023-March:** This report reflects the new tier membership revenue. Overall monies lost is decreasing. Kevin made a motion to approve the 2023-March Treasurer's Report; Jay seconded. Vote 5-0-1 (yes/no/abstain). Motion passes.

**Community Day:** Mindy sent some things to Georgia to put on the website. Georgia suggests including a letter from the Board (i.e. Kevin) on the website. Lori suggests highlighting the 2 week trial membership on the website. We will have a table.

The meeting was adjourned at 10:53 EST. The next regular meeting is scheduled for Tuesday, May 23 at 10:00 EST.