



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: 25 July 2023

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

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

Subject: 25 July 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 July 2023. Board members Kevin Bechtel, Jay Patel, Liesl Baumann, Justin Lewis, Susan McFadden, and Lori Mattison were present. Sharlamar Taliaferro-Savannah was absent, and Georgia Epps and Bryan Lee had an excused absence.

A quorum being present, the FAPTO Board meeting was called to order by President Kevin Bechtel at 10:03 EST.

### **ProFIT Issues**

Rich Mandley, Jill Bakner, and Mindy Green attended.

- ProFIT updated the Board on the Membership report for June. There were a few new members and a few cancellations for the month.
- ProFIT updated the Board on the 2023-June Operations, Sales, and Marketing Reports. Attendance for June went down, but we had significantly more members attend over the month. Heartline came to inspect the treadmills and we got a clean bill of health; some cables will need replaced soon. Upcoming promos include Energy Club membership conversion. Average and total participation in group exercise classes was about the same as last month. For June sales, we had 4 walk-ins and 4 sales from that, and 2 returning members who also signed up. The open rate for Constant Contact in June was “90%” – while we would love to see that be true, it is probably a glitch.
- Rich presented a further proposal regarding the Energy Club membership conversion.
  - Offer 2 free weeks in August; waive \$35 initiation fee. They would pay regular dues starting in September at the Gold Tier rate. Energy Club members pay through Wellness Living at their current rate (which is higher than the Gold Tier), and ProFit will remit the Gold Tier rate back to us each month.



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- Expansion of operating hours, starting right after Labor Day: M-R 5:30am-8:30pm, F 5:30am-6:45pm, S 8:00am-4:00pm, at the expense of ProFit for a three-month trial period.
- Adding 8 on-site classes per week, at the expense of ProFit.
- We currently have 27 people committed from The Energy Club to join FAPTO. They could join starting August 16, 2023 after Energy Club closes. We could also allow them to come over anytime in August if they wish.
- Goal of all of this is to bring more members in.
- They will get a green badge for security and will have to go through the metal detector to get into the building.
- Around the new year, we can re-evaluate the trial period for operating hours and classes. We will look at attendance for the expansion of hours to see if we should keep those hours or take them away. There should not be an increased cost to FAPTO to keep hours after the trial period.
- Lori suggested taking a look at public transportation schedules to make sure people can get to and from the gym at expanded hours.
- Lori suggested having “ambassadors” paired with Energy Club members as they join. Jill said they want to have a social after we transition over, and Jill and Mindy going over to Energy Club to talk with them about the benefits of our gym.
- ProFit has provided them a list of parking options; Rich would still like to see if Colonial Parking will provide a discounted rate.
- If Rich opens a new Energy Club location, it will most likely be in Arlington rather than Alexandria, and it will be at least 6 months before that can happen. He predicts that anyone who moves over to FAPTO will remain here because Alexandria is more convenient of a location for them.

### **Board Discussion and Actions**

**Energy Club Proposal:** Kevin made a motion to offer a trial membership for all of August for Energy Club members, waiving the initiation fee, expanding the operation hours for a three-month trial period at a start time to be determined by ProFit with hours of M-R 5:30am-8:30pm, F 5:30am-6:45pm, S 8:00am-4:00pm, and adding 8 on-site exercise classes per week; Susan seconded. Vote 6-0-0 (yes/no/abstain). Motion passes.

**June Meeting Minutes:** Kevin made a motion to approve the amended 27 June 2023 Meeting Minutes; Lori seconded. Vote 6-0-0 (yes/no/abstain). Motion passes.



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**Treasurer's Report 2023-June:** There was still a charge for MindBody online, but ProFit will reimburse for this cost. Kevin made a motion to approve the 2023-June Treasurer's Report; Jay seconded. Vote 6-0-0 (yes/no/abstain). Motion passes.

**Election:** We have 4 positions that will be available starting in September – three 3-year terms (Liesl, Justin, Susan) and one 2-year term (Stephen vacated). Kevin made a motion to form an Election Committee led by Kevin with Lori as a member, and authorize the Committee to schedule and operate the vote at their discretion; Susan seconded. Vote 6-0-0 (yes/no/abstain). Motion passes.

The meeting was adjourned at 11:12 EST. The next regular meeting is scheduled for Tuesday, August 22 at 10:00 EST.