



Fitness Association of the Patent and Trademark Office  
PTO Fitness Center

Date: 22 August 2023

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

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

Subject: 22 August 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 22 August 2023. Board members Kevin Bechtel, Jay Patel, Liesl Baumann, Georgia Epps, Justin Lewis, Susan McFadden, and Bryan Lee were present. Sharlamar Taliaferro-Savannah and Lori Mattison were absent.

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, and Mindy Green attended.

- ProFIT updated the Board on the Membership report for July. These numbers are of PP14 (ending July 15, 2023). There are delays in OHR processing and so the numbers may not be fully reflective of membership numbers. There were 11 new members and 12 cancellations for the month. Two trial memberships were done in July, and both have decided to join, and those new numbers will be reflected in August tallies.
- ProFIT updated the Board on the 2023-July Operations, Sales, and Marketing Reports. Attendance for July went down, but we had significantly more unique members attend over the month. July and August seem to be big months for annual membership renewals. No equipment issues to report. Personal training numbers down for July, consistent with summer month trends. Upcoming promos include Energy Club membership conversion (August) and Fall Into Fitness Challenge (September). Average and total participation in group exercise classes was fairly consistent; the on-site classes continue to do better, and all but one on-site classes have an average participation of 5 or higher, which is the first time we've had that in a while. The open rate for emails was higher; seems to be higher using Wellness Living for distribution rather than Constant Contact.
- Reminder for Board to fill out Contractor Evaluations for the quarter.



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- Kevin updated the Board and ProFIT on ISP. We are still paying for Verizon, even though we aren't using it anymore as we've been using USPTO Wi-Fi. When we open on Saturday, we will need some internet as USPTO Wi-Fi is turned off on weekends. Kevin suggests cancelling Verizon as it is too slow, and suggests buying a cheap phone with a cheap data plan and use the phone as a Wi-Fi hotspot for computers to connect to on Saturdays. We will look into different options to see what is cheapest.
- Energy Club transition has begun! We have about 60 Energy Club members that have come over. They will be able to get in on Saturday when we expand after Labor Day weekend; ProFIT has worked with Security to allow the green badges to have access to Knox on Saturday. There are still 15 PT clients that could also potentially move over to follow their trainer.

### **Board Discussion and Actions**

**Annual Meeting:** Kevin made a motion to hold Annual Meeting on Tuesday, September 19 at 10 am EST; Liesl seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

**July Meeting Minutes:** Kevin made a motion to approve the 25 July 2023 Meeting Minutes; Justin seconded. Vote 6-0-1 (yes/no/abstain). Motion passes.

**ISP:** Georgia made a motion to have Kevin find service for a plan to use for ISP at what Kevin deems as a reasonable amount; Kevin seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

**Verizon:** Georgia made a motion to cancel Verizon plan; Kevin seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

**Treasurer's Report 2023-July:** Kevin made a motion to approve the 2023-July Treasurer's Report; Justin seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

The meeting was adjourned at 11:03 EST. The next regular meeting is scheduled as the Annual Meeting for Tuesday, September 19 at 10:00 EST.