Date: 24 October 2023

To: Board of Directors; Members

 Fitness Association Patent & Trademark Office

From: Liesl Baumann

 Secretary; Fitness Association Patent & Trademark Office

Subject: 24 October 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 24 October 2023. Board members Kevin Bechtel, Jay Patel, Liesl Baumann, Georgia Epps, Susan McFadden, Bryan Lee, and Sharlamar Taliaferro-Savannah were present. Eric Atkisson, Lori Mattison, and Pinping Sun had an excused absence. Eric Atkisson joined at 11:00 EST.

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

**Elections**

**President**: Susan made a motion to nominate Kevin Bechtel for president; Liesl seconded. Vote 6-0-0 (yes/no/abstain). Motion passes. Note: no other candidates were nominated.

**Vice President**: Kevin made a motion to nominate Jay Patel for vice president; Bryan seconded. Vote 6-0-0 (yes/no/abstain). Motion passes. Note: no other candidates were nominated.

**Secretary**: Susan made a motion to nominate Liesl Baumann for secretary; Kevin seconded. Vote 6-0-0 (yes/no/abstain). Motion passes. Note: no other candidates were nominated.

**ProFIT Issues**

Rich Mandley, Jill Bakner, and Mindy Green attended.

* ProFIT updated the Board on the Membership report for September. No members dropped this past month! The membership totals included the addition of the 50 Energy Club memberships, which helped increase total membership.
* ProFIT updated the Board on the 2023-September Operations, Sales, and Marketing Reports. Total arrivals remained about the same but total unique members attended went up. No equipment issues to report. They had some members attend the October social at Lost Boy Cider. We added new classes to the schedule with integrating with Energy Club. Average attendance at classes went up, which is abnormal for the end of the fiscal year. Total views of virtual classes went down but unique users went up. The open rate for emails was higher; seems to be higher using Wellness Living for distribution rather than Constant Contact. ProFIT is working on planning member engagement events for the rest of the year, and will have the holiday party sometime in December.

**Board Discussion and Actions**

**Treasurer’s Report 2023-September**: Kevin made a motion to approve the 2023-September Treasurer’s Report; Jay seconded. Vote 6-0-0 (yes/no/abstain). Motion passes.

**September Meeting Minutes:** Kevin made a motion to approve the 19 September 2023 Meeting Minutes; Susan seconded. Vote 6-0-0 (yes/no/abstain). Motion passes.

**Friday after Thanksgiving:** Georgia made a motion to set hours for Friday, November 24 to be 10 am EST to 6 pm EST; Liesl seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

The meeting was adjourned at 11:30 EST. The next regular meeting is scheduled for Tuesday, November 28 at 10:00 EST.