Date: 2023-November-28

To: Board of Directors; Members

 Fitness Association Patent & Trademark Office

From: Kevin Bechtel on Behalf of Liesl Baumann

 Secretary; Fitness Association Patent & Trademark Office

Subject: 2023-November-28 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 2023-November-28. Board members Kevin Bechtel, Jay Patel, Georgia Epps, Bryan Lee, Eric Atkisson, and Lori Mattison were present. Liesl Baumann and Pinping Sun had an excused absence.

A quorum being present, the FAPTO Board meeting was called to order by President Kevin Bechtel at 10:00 ET.

**ProFIT Issues**

Rich Mandley, Jill Bakner, and Mindy Green attended.

* ProFIT updated the Board on the Membership report for October. It was noted that there were fourteen additional Tier 1 Silver annual members that seemed to materialize in the report – Jill noted that this would be researched to determine where the discrepancy occurred.
* ProFIT updated the Board on the 2023-October Operations, Sales, and Marketing Reports.
* Lengthy discussion on increasing revenue, reducing costs, and driving membership sales, such as by generating regular content for the Weekly. There was also discussion on changes to Associate member pricing.

**Board Discussion and Actions**

**December Meeting Change:** Kevin made a motion to move December’s monthly meeting to 2023-December-19 10ET; Georgia seconded. Vote 6-0-0 (yes/no/abstain). Motion passes. [Eric leaves and is unavailable for later votes]

**October Meeting Minutes:** Kevin made a motion to approve the 2023-October-24 Meeting Minutes; Georgia seconded. Vote 5-0-0 (yes/no/abstain). Motion passes.

**Treasurer’s Report 2023-October**: Kevin made a motion to approve the 2023-October Treasurer’s Report; Jay seconded. Vote 5-0-0 (yes/no/abstain). Motion passes.

**Treasurer’s Proposed 2024 Budget**: Kevin made a motion to approve the 2024 Proposed Budget; Georgia seconded. Vote 5-0-0 (yes/no/abstain). Motion passes.

**Holiday Hours:** Kevin made a motion to approve closure of the Fitness Center for Saturday, December 23 & 30 as well as delayed opening on December 26 for 8 ET; Bryan seconded. Vote 3-2-0 (yes/no/abstain). Motion passes.

The meeting was adjourned at 11:45 ET. The next regular meeting is scheduled for Tuesday, December 19 at 10:00 ET.