Date: 23 January 2024

To: Board of Directors; Members

 Fitness Association Patent & Trademark Office

From: Liesl Baumann

 Secretary; Fitness Association Patent & Trademark Office

Subject: 23 January 2024 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 23 January 2024. Board members Kevin Bechtel, Jay Patel, Liesl Baumann, Georgia Epps, Susan McFadden, Bryan Lee, Lori Mattison, Eric Atkisson, Sharlamar Taliaferro-Savannah, and Pinping Sun were present.

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

**ProFIT Issues**

Rich Mandley, Jill Bakner, and Mindy Green attended.

* ProFIT updated the Board on the Membership report for December. We had 11 people cancel during the month, and no new sign-ups during the month.
* ProFIT updated the Board on the 2023-December Operations, Sales, and Marketing Reports. Total arrivals lowered, which is not abnormal for December. We got a quote for some of the cables and pads on some of the equipment, and a quote for just repairing the cables as the pads don’t need replaced for a safety issue right now. ProFIT will get an updated quote and send to the board for an electronic vote. We had 110 personal training sessions for December, many of which are from Energy Club members. The Fitness Battleship game was a hit with those who joined. The Holiday party had 51 people attend, and it was a lot of fun. January has Pop-up classes for engagement. Group exercises had slightly decreased numbers, which is not a surprise for December. 38% of the people in the fitness center for the month used group exercise. We had 3 specialty classes which had 10+ participants each; we will hold 3 more in January and survey the members to see which one(s) to add permanently to the schedule. The number of people using the virtual classes didn’t change. No new leads or sales in the month of December, which is not a big surprise.
* We are holding a joint event with PTOS to offer dancing lessons paired with a party on February 12 for $10 per guest. We make money off of renting the space to PTOS for the event. If we put on a good event, PTOS might be interested in having a quarterly event with us.
* Kevin shared the Associate Member survey results with the board and ProFIT. We will table this discussion until after Kevin meets with upper management to discuss the future of the Fitness Center.

**Board Discussion and Actions**

**Treasurer’s Report 2023-December**: Kevin made a motion to approve the 2023-December Treasurer’s Report; Eric seconded. Vote 9-0-0 (yes/no/abstain). Motion passes.

**December Meeting Minutes:** Kevin made a motion to approve the December 2023 Meeting Minutes; Susan seconded. Vote 8-0-1 (yes/no/abstain). Motion passes.

The meeting was adjourned at 11:20 EST. The next regular meeting is scheduled for Tuesday, February 27 at 10:00 EST.