Date: 27 February 2024

To: Board of Directors; Members

 Fitness Association Patent & Trademark Office

From: Liesl Baumann

 Secretary; Fitness Association Patent & Trademark Office

Subject: 27 February 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 27 February 2024. Board members Kevin Bechtel, Jay Patel, Liesl Baumann, Georgia Epps, Susan McFadden, Bryan Lee, Lori Mattison, Eric Atkisson, and Pinping Sun were present. Vickie Brooks, returning as the building general manager, was also present at the meeting. Sharlamar Taliaferro-Savannah was absent.

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 January. We had 30 people cancel during the month, where 20 people were those who were dropped off of the OHR report due to leaving the agency. We did have a number of new sign-ups during the month.
* ProFIT updated the Board on the 2024-January Operations, Sales, and Marketing Reports. Total arrivals went up, which is typical for January. January had a large increase in the number of unique users as well. The Board recently approved $1462.71 for the repairs for cables and pads, and the parts have been ordered and are on the way. The number of personal training sessions has gone up; the Energy Club trainers are here and they do a lot of training. There was minimal participation with the special programs/classes in January, most likely with people still coming back after the holidays. Group exercise went up from December; in-person classes continue to do well with at least 5 people for almost all classes, virtual classes continue to have minimal attendance but have remained steady with the virtual people logging in more frequently for classes. 39% of people coming into the facility are taking group exercise classes. The pop-up classes have resulted in adding a regular 9am class for cycle and strength. We had 15 leads come in and 10 resulted in sales.
* ProFIT updated the Board on the transition to the new platform so we can livestream classes. Wexer was supposed to have it ready by January but it is delayed and the new estimate is March.
* ProFIT presented an idea to the Board to engage members and promote the Fitness Center. They’d like to hold a Trivia Night and invite members and non-member friends. We’d have to charge a nominal fee for food and drink (*e.g.,* $5 for members, $10 for members), and we’d give a coupon for a month free at the Fitness Center for non-members. Timeframe would be middle-to-late March, possibly March 27 or 28. Pinping suggested also include waiving the activation fee as the gift for non-members. The day of week and location was discussed. Wednesday, March 27 from 4:30-6:30pm in the large studio was the suggested time, with a suggested budget of $100 to account for any gap between costs and fees collected.
* Kevin discussed that when the Fitness Center reopened after Covid that we allowed for personal trainers can train other clients during their scheduled floor shift hours, as long as they are maintaining safety of the premises, and in return we got a credit of $18 per hour for next month’s management fee. There is however ambiguity in the contract for what happens if they trained for only 30 minutes, if that credit is cut in half or if something else occurs (which has lately been trainers getting a free hour to avoid double dipping). The other issue is who is covering the floor (manager, trainer, etc.).

**Board Discussion and Actions**

**Member’s Trivia Night:** Kevin made a motion to approve the member’s trivia night for the end of March with a budget of $100; Liesl seconded. Vote 9-0-0 (yes/no/abstain). Motion passes.

**Treasurer’s Report 2024-January**: We paid for our yearly insurance this month, which was our largest expense. We have two more months of our lease on the massage chairs; we should own them after that point. Kevin made a motion to approve the 2024-January Treasurer’s Report; Eric seconded. Vote 9-0-0 (yes/no/abstain). Motion passes.

**January Meeting Minutes:** Kevin made a motion to approve the January 2024 Meeting Minutes; Susan seconded. Vote 9-0-0 (yes/no/abstain). Motion passes.

**Contractor Evaluations:** Comments were discussed. Kevin made a motion to approve these evaluations; Georgia seconded. Vote 9-0-0 (yes/no/abstain). Motion passes.

**Personal Trainers on the Floor:** The SoW with respect to this issue was discussed. Kevin will reach out to Rich to discuss in more detail to come up with a fair and clear solution.

The meeting was adjourned at 11:32 EST. The next regular meeting is scheduled for Tuesday, March 26 at 10:00 EST.