Date: 26 March 2024

To: Board of Directors; Members

Fitness Association Patent & Trademark Office

From: Liesl Baumann

Secretary; Fitness Association Patent & Trademark Office

Subject: 26 March 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 26 March 2024. Board members Kevin Bechtel, Jay Patel, Liesl Baumann, Georgia Epps, Susan McFadden, Bryan Lee, Lori Mattison, Sharlamar Taliaferro-Savannah, and Pinping Sun were present. Vickie Brooks, returning as the building general manager, was also present at the meeting. Eric Atkisson was absent.

A quorum being present, the FAPTO Board meeting was called to order by President Kevin Bechtel at 10:02 EST.

**ProFIT Issues**

Rich Mandley, Jill Bakner, and Mindy Green attended.

* ProFIT updated the Board on the Membership report for January. We picked up 5 new members, but we also lost 6 members, so there weren’t many changes overall in membership.
* ProFIT updated the Board on the 2024-February Operations, Sales, and Marketing Reports. Total arrivals went up about 200 visits over January, but the exact same number of members using the gym visited during February as January. So, people visited more. Parts for the equipment repair are still on back order. We had 137 fitness sessions during February, but no inquiries or consultations. We did a love your body weight management program last month, and we had one member who lost 16 pounds and 3% body fat in 6 weeks! Group exercise continues to do well, with 39% of people coming in taking group exercise. Wexer is still delayed with rolling out the app; end of March has been promised by them, but we will see if that happens.
* ProFIT proposes ending Saturday hours after April 13, as Saturday attendance has been quite low.
* ProFIT also proposes eliminating the Heartline preventative maintenance contract. The usage on that equipment is low, so we could save some money. Rich will get some quotes from other vendors to see if we can save some money.
* With respect to personal training and floor coverage, ProFIT will go with as stated in the SOW and pay a credit for any training done during floor coverage hours.
* The agency has put together a task force to discuss a list of potential courses of actions for the agency to take to assist with the fitness center. Their goal is to come up with a recommendation by Friday, May 17.
* Susan is retiring, so it is her last day on the Board. Congratulations to Susan!

**Board Discussion and Actions**

**Saturday Hours**: Kevin made a motion to amend the contract with ProFIT to cancel Saturday hours after April 13; Lori seconded. Vote 8-0-0 (yes/no/abstain). Motion passes.

**Treasurer’s Report 2024-February**: We have a slight deficit which is due to loss of membership for February. Hydromassage should be ending in March. Kevin made a motion to approve the 2024-February Treasurer’s Report; Liesl seconded. Vote 8-0-0 (yes/no/abstain). Motion passes.

**February Meeting Minutes:** Kevin made a motion to approve the February 2024 Meeting Minutes; Susan seconded. Vote 8-0-0 (yes/no/abstain). Motion passes.

**Trivia Night** was cancelled due to only two people signing up. We might try again in the future!

The meeting was adjourned at 11:01 EST. The next regular meeting is scheduled for Tuesday, April 23 at 10:00 EST.