Date: 24 September 2024

To: Board of Directors; Members

 Fitness Association Patent & Trademark Office

From: Liesl Baumann

 Secretary; Fitness Association Patent & Trademark Office

Subject: 24 September 2024 Annual and Board Meeting Minutes

An annual and regular, virtual meeting of the Fitness Association of the Patent & Trademark Office (FAPTO) Board of Directors was held via MS Teams on Tuesday 24 September 2024. Board members Kevin Bechtel, Jay Patel, Liesl Baumann, Georgia Epps, Pinping Sun were present. Incoming Board Members Sirjani Fariba, Candace Mundt-Bates, Omar Khan were also present. Lori Mattison had an excused absence. Bryan Lee and Sharlamar Taliaferro-Savannah were absent Rich Mandley, Jill Bakner, and Mindy Green joined from HealthFitness.

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

**Annual Meeting**

* Major changes in the past year:
	+ We are still being affected by the previous shutdown from Covid. We still have less members than before and are still working out of the financial issues that the shutdown led to. However, ProFIT along with the Board have been working to increase membership and revenue.
* HealthFitness presented the Annual Report for FY2024.
	+ ProFIT has now transitioned under ownership of HealthFitness, but our same team will be managing and working the PTO Fitness Center.
	+ Since reopening in 2022, and above FY 2023, we’ve seen an exponential increase in check-ins and unique users. We are hopeful this will continue to increase into the next FY.
	+ We received a large number of members when Energy Club in Shirlington closed in August 2023. We currently have about 44 of those members still with us. Overall membership has dropped slightly since FY23.
	+ We had a number of promotions and programs, some of which resulted in the sign-up of new members.
	+ We had a number of fitness challenges, including Olympic Fit Challenge, Battleship Challenge, and many more.
	+ Total group fitness attendance almost doubled from 4408 to 7190 in FY24. Annual Group Ex usage also went up to 35%. We held several specialty classes, including Pilates Reformer, many pop up classes, and holiday classes like Valentine’s yoga.
	+ We had 1824 personal training sessions in FY24. We expect that to increase as we have seen many people come in expressing interest in personal training.
* Treasurer Georgia Epps shared the FY24 Treasurer’s report.
	+ We haven’t spent as much as projected in the original budget. Expenses include insurance, accountant, taxes and incorporation fees, other financial fees, office supplies, music licenses, DirectTV, laundry supplies, equipment maintenance, party and promotion expenses, etc. Our largest expense is to our management team with ProFIT/HealthFitness, but this contract includes everything that they do, including staffing the center, planning and running programs, offering classes, etc.
	+ We haven’t bought any new equipment nor have we had any renovation expenses this past year. We no longer have to pay the rental fee for the HydroMassage; we now own those chairs.
	+ We are still losing money because of the previous shutdown. We continue to work towards increasing membership and/or revenue, lowering expenses, and exploring other options. Our goal is to continue to maintain and provide our amazing fitness center.
* Questions
	+ How often are we utilizing the PTO Intranet and emails to promote the fitness center and promotions? We do announce promotions and programs in the Weekly. We don’t have access to the PTO Intranet but we would be happy to work with someone to get the word out more. Candace offered to act as the liaison with communications. She will look into how things are being promoted in the Weekly, if we can put information in the PTOWeb Extra or emails, and also highlighting the programs and results from the programs to highlight members.

The annual meeting was adjourned at 10:30 EST.

The post annual meeting for the Board and ProFIT was called to order by President Kevin Bechtel at 10:31 EST.

**HealthFitness Issues**

Rich Mandley, Jill Bakner, and Mindy Green attended.

* HealthFitness updated the Board on the Membership report for August. We had 7 cancellations for the month of August (5 for teleworking and 1 decided to join a different gym), and 5 new members join along with 2 trial members (4 Silver Tier – some payroll and some annual – and 1 Gold Tier). Our grand total number of members is at 961 paying members taken from payroll PP15 report.
* HealthFitness updated the Board on the 2024-August Operations, Sales, and Marketing Reports. Total arrivals stayed consistent with the year, but were a little lower than July, probably due to end of summer vacations. Nothing out of the ordinary to note for revenue or repairs. We have been sent a quote for a potential repair on one of the stair climbers. This includes replacing the battery in the stair climber that is down; it is also suggested to replace the battery in the other one, as it is also low, and this would have us only paying one labor fee to replace both now. We have already repaired some of the wires that had some damage. Total for the repair is $415.95. The promotion for August was the Olympic Fit Challenge and we’ve put photos of the medalists up in the Fitness Center. We saw a small dip in participation in classes, which is consistent with what we normally see in August. On-site classes continue to be well attended compared to online classes. 30% of our check-ins are attending Group Exercise, which is a good number. We are beginning the process of streaming our on-site classes live online to fill out the virtual schedule. We hope to have this start in November. We have to consider if we need to have people in the class sign a waiver to potentially be on camera. Kevin talked to Fred Steckler who said that if we are clear that we are streaming, he doesn’t see a privacy issue with that. The Board suggested explaining to class attendees and polling to see if they are ok being on camera (one-time or each class), putting a sign on the door noting that the class will be live steamed that day (rather than polling each class), sending an email to membership to explain the streaming, and having a video intro for a streaming class. HealthFitness will explore the different options. VOD views and average class participation have remained the same. We got one new member out of the Olympic Fit challenge (who was a previous member). Open rates for the newsletter was 23%, but the communication about the Board of Directors and Annual Meeting were close to 70% rate.
* Jill submitted a picture of the facility to the people who requested it for an activity for PTA curriculum.

**Board Discussion and Actions**

**Stair Climber Repair Quote:** Georgia made a motion to approve the repair quote; Kevin seconded. Vote 6-0-0 (yes/no/abstain). Motion passes.

**Treasurer’s Report 2024-August**: We were in a deficit for August due to an equipment repair and a laundry equipment repair. We moved $25000 from the security account into the checking account. This will help pay the personal property tax and insurance payments coming up in the next few months. Kevin made a motion to approve the 2024-August Treasurer’s Report; Liesl seconded. Vote 6-0-0 (yes/no/abstain). Motion passes.

**August Meeting Minutes:** Kevin made a motion to approve the August 2024 Meeting Minutes; Georgia seconded. Vote 6-0-0 (yes/no/abstain). Motion passes.

**Task Force Update**: The task force did present a proposal, but we haven’t gotten any updates since. The leader of the task force originally has shifted to a different part of the agency and so he is no longer associated with the task force. Kevin reached out to Fred Steckler, and he noted he would put it on an agenda for the next meeting. We haven’t gotten an update on that. The Board discussed appointing a liaison to try to meet regularly with Fred Steckler or someone else associated with the task force to get regular updates.

The meeting was adjourned at 11:28 EDT. The next meeting is scheduled for Tuesday, October 22 at 10:00 EDT.