Date: 22 October 2024

To: Board of Directors; Members

 Fitness Association Patent & Trademark Office

From: Liesl Baumann

 Secretary; Fitness Association Patent & Trademark Office

Subject: 22 October 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 22 October 2024. Board members Kevin Bechtel, Jay Patel, Georgia Epps, Pinping Sun, and Bryan Lee were present. Incoming Board Members Fariba Sirjani, Candace Mundt-Bates, and Omer Khan were also present. WHO WAS 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**

* Elections:
	+ Positions of President, Vice President, and Secretary were up for elections. Kevin Bechtel, Jay Patel, and Liesl Baumann were unanimously re-elected.
	+ Georgia Epps indicated that the State of Virginia Incorporation Report, including all member addresses, was filed.
	+ Kevin instructed the members to send the signed Conflict of Interest forms to Liesl.
	+ Kevin summarized the results of his efforts in reaching out to the Office of Undersecretary.
	+ After the above, at 10:17 am the HelathFitness members joined the meeting.
* HealthFitness presented the Operations and Marketing Monthly Report for September2024.
	+ Jill explained that 5 members had been dropped because of nonpayment of fees and that she had reached out to one person who was on payroll deduction but for an incorrect amount to verify whether this person intended to stay or way paying unknowingly.
	+ Kevin explained the difference between Current and New membership rates.
	+ Jill indicated that 44 Energy Club members were admitted under the Gold Level fee.
	+ Kevin explained that the special non-profit status of the Gym prohibited marketing of its services to the population at large and indicated that the Gym had already been marketed to the members of NSF and the Federal Court House. However, he noted, that the current members were free to sponsor new members from the general public. Kevin further stated, after referring to the bylaws, that there was no limit set for the number of new members that each existing member could sponsor.
	+ Jill went over attendance and number of arrivals at the Gym and indicated that they kept track of how many different people were coming in. Jill reported that, as the graph showed, the number of check-ins had kept rising since FY2022. The Service’s Revenue had not changed significantly. Facility Maintenance and Equipment included repair of two stair climbers and showed that treadmill mileage reports had consistently kept rising. Georgia suggested moving the equipment around in order to reach an equilibrium on the wear on the devices. Jill continued that the Personal Training sessions and the number of Consultations for Personal Training had both increased compared to the previous month.
	+ Mindy reported on the Group Exercise Classes and indicated that the onsite classes were doing well and few classes had average attendance below 5. Mindy continued that the staff was working with the members to find better time slots for low attendance classes. Regarding Live Class Participation, Mindy indicated that 32% of the members attended Group Exercise Classes which was considered a high ratio in the industry. Mindy reported that a boost in attendance was observed in September.
	+ Regarding September Promotions, Jill reported that 8 new members had joined by walk-in. Regarding Online Content/Website Updates, Jill reported a 58% open rate of the September Newsletter which represented an increase. Candace commented that FAPTO Emails ended up in her spam and volunteered to assist the FAPTO staff in reducing this number by sharing her expertise in the field of marketing. Rich agreed that Candace could be of help with marketing. Candace said that the official USPTO video team may be recruited to help the FAPTO and prepare a series of promotional videos. Pinping and Kevin and Omer discussed potential ways of preventing the emails from ending up in spam.
	+ The presentation of the monthly report ended.
	+ Jill and Candace discussed promoting membership to the Veterans and the Security Guard personnel and decided to cooperated on this subject.
	+ Kevin commented on observing the chain of command and noted that any advice dispensed by Candace would not constitute a directive from the Board.
* Treasurer Georgia Epps shared a draft provisional September 24 Treasurer’s report.
	+ Georigia indicated that because the USPTO systems had been down she had not had the chance to finalize the report and Kevin noted that because the report was not official it would not be voted on.
* Other
	+ Holiday hours for Thanksgiving were discussed and voted on.
	+ Candace suggested cooperation with PTOS and the Hiking Group and other affinity groups. Pinping commented on attendance for various PTOS events and observed that free food increased attendance. Kevin agreed with engaging other affinity groups.

The October Monthly Meeting was adjourned at 11:20 EST.