Date: 26 November 2024

To: Board of Directors; Members

 Fitness Association Patent & Trademark Office

From: Liesl Baumann

 Secretary; Fitness Association Patent & Trademark Office

Subject: 26 November 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 November 2024. Board members Kevin Bechtel, Jay Patel, Liesl Baumann, Georgia Epps, Fariba Sirjani, Pinping Sun, and Bryan Lee were present. Candace Mundt-Bates joined late due to a meeting conflict. Sharlamar Taliaferro-Savannah was absent. Omer Khan had an excused absence.

A quorum being present, the FAPTO Board meeting was called to order by President Kevin Bechtel at 10:04 EST.

**HealthFitness Issues**

Rich Mandley, Jill Bakner, and Mindy Green attended.

* HealthFitness updated the Board on the Membership report for October. No major changes; we had 3 cancellations and 1 new member.
* HealthFitness updated the Board on the 2024-October Operations, Sales, and Marketing Reports. Total arrivals went up with the new fiscal year. Total check-ins for FY24 are higher than FY22 and FY23. Nothing out of the ordinary to note for revenue. Preventative maintenance visit was in October and everything looked fine. We had a treadmill down in October and Heartline came out to repair it. Personal training was up with 199 sessions. Group exercise stayed about the same. The strongest attended classes are at 9am, followed by lunchtime and Tuesday evenings. 31% of checkins are using group exercise. We had one specialty class, Squatober, and a costume class, and 9 people attended that class. VOD viewership stayed about the same with 20-30 views and 5-6 people viewing it. Open rates for the newsletter is 79% which is out of the norm (but we will take it!).
* Kevin updated the Board and HealthFitness on the Task Force discussions that have occurred in the last month with respect to the agency assisting with the Fitness Center.
* Kevin summarized the contractor evaluation process for the new Board members.
* The Holiday Party was discussed. We will get food and someone will have to pick it up. Plan is to order Wegman’s again like we did last year. We can also decorate the room before the party starts.

**Board Discussion and Actions**

**Holiday Party (Email Vote on 20 November):** Kevin made a motion that we:

1) Have an FAPTO Holiday Party on Friday, December 13, 2024 from 4-6PM, in the Madison North Auditorium, or if unavailable, Jefferson First Floor Meeting Room;

2) Allocate $600 for the party + collected party sales;

3) Early-bird ticket rates: $15 for members, $25 for guests, if tickets purchased on or before 11:59 PM December 5;

4) Regular ticket rates: $20 for members, $30 for guests, if tickets purchased AFTER 11:59 PM December 5;

5) Ticket purchase close on 11:59 PM December 9, with limited tickets available afterwards at regular ticket rates; and

6) Request approval to serve alcohol.

Fariba seconded. Vote 8-0-1 (yes/no/abstain). Motion passes.

**Holiday Party Chair:** Kevin made a motion to name Kevin to lead the party planning committee to approve and allocate funds; Bryan seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

**Treasurer’s Report 2024-October**: We made a payment of $5417.74 of business personal property tax to the City of Alexandria; we also made a payment to Heartline Fitness for repairs; this resulted in a monthly deficit of about $7000. Kevin made a motion to approve the 2024-October Treasurer’s Report; Bryan seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

**October Meeting Minutes:** Kevin made a motion to approve the October 2024 Meeting Minutes with the edits; Bryan seconded. Vote 6-0-1 (yes/no/abstain). Motion passes.

**December Meeting:** Kevin made a motion to set the December meeting for Tuesday, December 17; Liesl seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

**Holiday Hours:** Kevin made a motion to set holiday hours as noted below; Liesl seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

o Tuesday December 24 (Christmas Eve): 6:00am – 4:45pm (no additional adjustment for any potential early release)

o Wednesday December 25 (Christmas Day): CLOSED

o Thursday December 26: 8:00am – 8:30pm

o Friday December 27: Normal Hours

o Monday December 30: Normal

o Tuesday December 31 (New Year’s Eve): 6:00am – 4:45pm (no additional adjustment for any potential early release)

o Wednesday January 1 (New Year’s Day): CLOSED

o Thursday January 2: Normal Hours

The meeting was adjourned at 11:26 EST. The next meeting is a regular meeting scheduled for Tuesday, December 17 at 10:00 EST.