Date: 17 December 2024

To: Board of Directors; Members

 Fitness Association Patent & Trademark Office

From: Liesl Baumann

 Secretary; Fitness Association Patent & Trademark Office

Subject: 17 December 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 17 December 2024. Board members Kevin Bechtel, Jay Patel, Liesl Baumann, Georgia Epps, Fariba Sirjani, Omer Khan, and Bryan Lee were present. Candace Mundt-Bates and Pinping Sun had an excused absence.

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

**HealthFitness Issues**

Rich Mandley, Jill Bakner, and Mindy Green attended.

* HealthFitness updated the Board on the Membership report for November. We had 6 cancellations, most due to telework. We also had 10 new joins during the month! We additionally had 4 trial members. OHR’s report has 947 members, but that might be missing some new members. OHR also removed that final person who was paying $25.66.
* HealthFitness updated the Board on the 2024-November Operations, Sales, and Marketing Reports. Usage was down considerably from October to November, probably due to the holidays and the election. Total members attended only decreased by 11 though. Nothing out of the ordinary to note for revenue. Heartline had a service visit in November; one of the treadmills had gotten switched to km/hr but it is now fixed. Personal training had 160 sessions. Group exercise stayed about the same with a slight increase. There was also a slight increase in virtual classes. 35% of checkins are using group exercise. VOD viewership decreased. We had fewer classes in November because of the two holidays, but average participation stayed about the same. Eddie hosted a Turkey Burn class, which 12 people attended. We had 6 new people sign up from the promotion we offered to military and veterans. All 7 walk-ins and all 3 referrals joined! Open rates for the newsletter is 20%, which is back to normal compared to last month.
* We haven’t been able to play music recently because the amp hasn’t been working. The amp we have is over 10 years old; they are suggesting that we replace it. Victor Litz Music tested the rest of the system and everything else is working fine, which is good. The cost would be $1,052.77 for the amp replacement and labor.
* Kevin updated the Board and HealthFitness on the Task Force discussions, which is that there aren’t really any new updates since our last meeting. Rich and Kevin will continue to discuss the SOW to see if any further changes can be made. Rich noted some history and background along with SOW recommendations, specifically noting that we have already been operating at reduced expenses, but that these may need to go up with increased membership. Rich also noted that we don’t want to reduce staff because people want and need that interaction, which is something we’ve noted with the Task Force as well.
* The Holiday Party went well! We hope to book the same spot for next year. Jill and Mindy noted that we had a couple people come to the party who didn’t sign up or pay for the party, and they didn’t know how to handle that. Georgia suggested stating, “This is a private party, and since you didn’t pay in advance, you will have to leave.” Also discussed was a way to collect money at the event.
* Quarterly contractor evaluations were excellent once again. Kevin noted that he’s been enjoying the monthly activities.
* Georgia asked what is planned for January. Jill noted that we don’t typically see more members attending in January since use or lose is still in effect, we usually see an increase in February. Jill said we will run a new member promotion and have some activities for both months.

**Board Discussion and Actions**

**Amp Replacement:** Kevin made a motion to approve the payment for the quote to replace the amp; Bryan seconded. Vote 6-0-1 (yes/no/abstain). Motion passes.

**Treasurer’s Report 2024-November**: The management fee has the normal credits but there was also an addition for the Wellness Living software, which will be $257 per month. Kevin made a motion to approve the 2024-November Treasurer’s Report; Bryan seconded. Vote 6-0-1 (yes/no/abstain). Motion passes.

**November Meeting Minutes:** Kevin made a motion to approve the November 2024 Meeting Minutes with the edit; Bryan seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

**Projected Budget for 2025:** Georgia projected based on what we currently bring in per month in membership fees, accounting for losing members each month, and projected expenses based on what we’ve paid in the last year. The Board will look over it the next month and we will vote on it next meeting.

**In-person meetings:** Kevin said that Rich suggested having some meetings in person (still with a virtual option) to help with team building. Kevin will talk with HealthFitness to pick a potential date and see how it goes.

The meeting was adjourned at 11:14 EST. The next meeting is a regular meeting scheduled for Tuesday, January 28 at 10:00 EST.