Date: 25 February 2025

To: Board of Directors; Members

 Fitness Association Patent & Trademark Office

From: Liesl Baumann

 Secretary; Fitness Association Patent & Trademark Office

Subject: 25 February 2025 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 25 February 2025. Board members Kevin Bechtel, Jay Patel, Liesl Baumann, Georgia Epps, Fariba Sirjani, Pinping Sun, and Omer Khan were present. Bryan Lee and Candace Mundt-Bates had an excused absence.

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

**HealthFitness Issues**

Rich Mandley and Jill Bakner attended.

* HealthFitness updated the Board on the Membership report for January. We had 11 cancellations (majority due to telework), 6 trial members, and 9 new members join. February is already looking much better with numbers!
* HealthFitness updated the Board on the 2025-January Operations, Sales, and Marketing Reports. Attendance was about the same as it was for December, which is a little lower than expected; but with a number of holidays, use or lose leave, and snow days, it can be expected to not have bounced back up yet. Again, February numbers are already looking better. Revenue is a little larger than normal due to annual memberships renewing this month. All equipment is up and operational. There are a couple of bikes that are no longer operational; we will remove them from the floor. Rich will keep an eye out to see if he can find that bike used to add another one back to the gym. Jill is looking into some pricing on the black mats that are hanging in the gym, as they are pretty beat up. We had 167 personal training sessions. We had a recruitment program for only $5 down (11 new members) and a personal training sale (which sold 3 packages). The total participants for group exercise was 530 people, and 30% of check-ins went to class. We had 5 participants at the specialty class. We had an increase in virtual participation for live classes. February’s promotion is no initiation fee and 6 months of free hydromassage, which has been popular so far. March’s promotion will be first month free and a raffle entry for a $50 gift card. Open rate for email was 25%. We’ve been advertising the promotions in the PTO Weekly and on the intranet site, on the tv screens at the entry to each building, and with flyers in the pantries. A number of new members have mentioned seeing the promotions in these locations. Jill and Mindy will be putting out more flyers with membership applications in the pantries in the next week.
* Kevin updated the Board and HealthFitness on the Task Force discussions.

**Board Actions**

**Treasurer’s Report 2025-January**: The holiday party expense is accounted for in January; we also purchased new towels.Kevin made a motion to approve the 2025-January Treasurer’s Report; Fariba seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

**January Meeting Minutes:** Kevin made a motion to approve the January 2025 Meeting Minutes; Georgia seconded. Vote 7-0-0 (yes/no/abstain). Motion passes.

The meeting was adjourned at 10:32 EST. The next meeting is a regular meeting scheduled for Tuesday, March 25 at 10:00 EST.