Date: 25 March 2025

To: Board of Directors; Members

 Fitness Association Patent & Trademark Office

From: Liesl Baumann

 Secretary; Fitness Association Patent & Trademark Office

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

A quorum being present, the FAPTO Board meeting was called to order by President Kevin Bechtel at 10:01 EST.

**HealthFitness Issues**

Rich Mandley, Jill Bakner, and Mindy Green attended.

* HealthFitness updated the Board on the Membership report for February. We had 11 cancellations (telework, “no time”, or leaving the agency), and 90 new members join. March is already looking similar with numbers! The payroll report doesn’t show the change yet, but should show those next month. We are showing over 1100 members in our Wellness Living system though.
* HealthFitness updated the Board on the 2025-February Operations, Sales, and Marketing Reports. Attendance substantially increased by almost 500 total arrivals, with 347 members attending over 281 the year before. March is already looking much higher than this month. Revenue is a little higher this month, mostly due to locker rentals. Heartline will be out this week for regular maintenance. We will likely have a quote for a couple fixes. We are working on quotes to remove the two bikes that are broken. We had 193 personal training sessions. We had a recruitment program for $0 down and 6 months of free hydromassage. We had a number of participants for the engagement activities. The total participants for group exercise was 584 people, and 27% of check-ins went to class. Most new members joined towards the end of February, so we expect the numbers to go up a little bit in March. We had a small increase in VOD. March’s promotion is no initiation fee and 6 months of free hydromassage, which has been popular so far. April’s promotion will be first a raffle entry for a $50 gift card for the new and referring member. Open rate for email was 50%. 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/membership applications in the pantries. A number of new members have mentioned seeing the promotions in these locations.
* A new member asked if we could play pickleball in one of our studios using a portable net. The Board discussed if there were ways to mitigate risks of damage to person and property (specifically the mirrors).
* Bryan brought up BJJ insurance reimbursement as the procedure seems to have changed since the management changed. Rich mentioned that it might be harder to get a check from HFit, but if the Board could write a check to Bryan for reimbursement and then HFit can credit the Board for the money. Georgia says that’s something we can do.
* Kevin updated the Board and HealthFitness on the Task Force discussions, which is that there is still interest in finding a way to move forward with the agency assisting with costs, but we haven’t heard any further updates.
* Rich announced to the Board that he is retiring in May! Gretchen Fawn will be joining us next meeting so we can meet her, as she will continue on with us after Rich retires.

**Board Actions**

**Treasurer’s Report 2025-February**: Kevin made a motion to approve the 2025-February Treasurer’s Report; Georgia seconded. Vote 8-0-0 (yes/no/abstain). Motion passes.

**February Meeting Minutes:** We had to pay to fix some of the music equipment in the center; our cost for office and center supplies went up a bit as we have more people coming into the center using things like wipes; we had to pay the yearly laundry equipment maintenance. Kevin made a motion to approve the February 2025 Meeting Minutes; Liesl seconded. Vote 8-0-0 (yes/no/abstain). Motion passes.

The meeting was adjourned at 10:54 EST. The next meeting is a regular meeting scheduled for Tuesday, April 22 at 10:00 EST.