Date: 27 May 2025

To: Board of Directors; Members

Fitness Association Patent & Trademark Office

From: Fariba Sirjani

for Liesl Baumann (Secretary; Fitness Association Patent & Trademark Office)

Subject: 27 May 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 27 May 2025. Board members Kevin Bechtel, Georgia Epps, Pinping Sun, and Fariba Sirjani were present. Liesl Baumann had an excused absence. Candace Mundt-Bates joined at 10:15 and left at 10:29. Candace has taken a position with a different agency and this would be her last meeting. Jay Patel joined at 10:49 am. Remaining members were absent.

Quorum fluctuated during the meeting with the joining and leaving of Candace and the joining of Jay at 10:49. Quorum existed during the last 12 minutes when the votes were taken.

**HealthFitness (HFit) Issues**

Gretchen Fahn, Jill Bakner, and Mindy Green attended. HFIT left at 10:35.

* **2025-April Membership Information, Operations, Sales, and Marketing Report:**
  + Jill said 26 new members signed up but 16 canceled and 11 left the agency such that the total membership did not increase as expected and the total membership number is at 1069 members. The new examiners are stopping by and picking up applications and HFIT has planned an informational meeting for them.
  + Usage of facility: for April went up drastically in the total number of visits to the facility.
  + Repair of all of the pads for the facility was performed. All the pads are replaced. Safety arms were repaired by the HFIT staff themselves without paying for outside contractors.
  + Consultations and personal training went up such that Mindy and Jill are spending a lot more time on the floor.
  + Refer a friend program had 9 participants. Various programs had varied number of participants presented by Jill.
  + Mindy stated that they are considering a different format for presenting the group exercise attendance on the monthly report. Because every class is now attended by 5 or more starting next month no shading will be done.

**USPTO Management Discussion:**

* Kevin discussed putting up privacy walls for the hydromassage chairs. Jill said she would look into privacy screens and will report back to the board.
* Pinping suggested moving the chairs to the back of the gym where the boxing area is currently located. Kevin said we could not move the chairs because they had 240volt outlets nearby that were specially installed.
* **Membership Reimbursement Request (Jeremy Carroll):** Kevin followed up on this issue. Candace wanted to know how often the request for refund occurred. Kevin replied that in the past the request occurred frequently primarily due to the previous contractor’s poor book-keeping and tracking. Jill indicated that she has implemented a tracking procedure that made such request far less prevalent to about perhaps 2 requests per year. Kevin said that we had no means of tracking and had to rely on HFIT and OHR to keep track and the language in the contract to put the onus on the member was because of this lack of control on our part. Jill said that she is tracking the joins and cancel more rigorously and with three different systems to make sure no case falls through the crack. Kevin asked for explanation of how this case was missed and Jill explained her tracking processes.
* Kevin has not been informed by the agency regarding their view of the proposal for saunas. Currently, any change to the layout of the fitness center is unlikely.

**Board Actions**

* **Treasurer’s Report 2025-April**: Georgia said we were not negative at the end of April because of the new members and because our expenses were also lower. The linings on the hydromassage have to be replaced every year and still had issues that needed fixing and incurred an expense. Parking cost will be going down. Office and cleaning supplies and fitness promotions were also associated with some expense. Minor laundry and equipment repairs incurred cost. Major repairs are coming up in April. Kevin moved to approve. Jay seconded. Remaining members in attendance (Kevin, Georgia, Pinping, Fariba) approved.
* **April Meeting Minutes:** Kevin moved to approve. Fariba seconded. Remaining members in attendance (Kevin, Georgia, Jay, Pinping) approved.
* Regarding the **Jeremy Carroll** reimbursement for the requested 34 pay periods (17 months), Kevin moved to refund 50% and Fariba seconded. Remaining members in attendance (Kevin, Georgia, Jay, Pinping) approved.
* Kevin nominated Georgia for continuing in the position of **treasurer**. Fariba seconded. Remaining members in attendance (Kevin, Georgia, Jay, Pinping) approved.

The meeting was adjourned at 11:02 EST. The next meeting is a regular meeting scheduled for Tuesday, June 24 at 10:00 EST.