

**Friends of the Western Philatelic Library
Board of Directors Meeting
Saturday, March 18, 2017**

1. Call Meeting to Order: The meeting was called to order at 10:45 am by **Board Chair Stuart Leven** at the **Western Philatelic Library, 3004 Spring Street, Redwood City CA 94063.**

Roll Call found the following **5 Officers and Directors** present (constituting a quorum): **Richard Clever, Edward Jarvis, Stuart Leven, Nestor Nunez, and Roger Skinner.**

Absent: **Jo Skinner and Roy Teixeira.**

Guests: **Judy Jarvis, Jerry Mix, and Dave Moore (FWPL Webmaster).**

Recording Secretary: **Russ Samuels**

2. Minutes of Previous Meeting: The **Minutes** of the last **Board Meeting** of **January 21, 2017** were approved unanimously on a motion by **Edward Jarvis**, seconded by **Richard Clever.**

3. Treasurer's Report: In **Jo Skinner's** absence, **Roger Skinner** distributed copies of the **March 2017 Balance Sheet** and **Profit and Loss Budget Performance Report.** There is a need for more cash to pay bills through the end of the year. **Property Tax** (a payment is due April 10) is one of the largest items in the budget and it was discussed that this can be refunded when **501(c) 3** status is regained. Meanwhile, it might be possible to get a delay from San Mateo County. It was noted that a \$5,000 donation from **WESTPEX** has been received.

4. Funds and Fundraising: Most of the income has been derived from member dues and modest eBay sales. Although some donations have been received, most large donors are waiting until **501(c) 3** status is regained. **Ken Lewetzow** and **Wally Jolliff** are continuing to make up lots for sale. A previously discussed sale at **WESTPEX** of material donated to the **FWPL** cannot be held, but lots can be offered in the **Library Sales Room.**

5. Library Operations Report: **Stuart Leven** said progress has been made moving books and an extra bay will be cleared for more materials, hopefully by April 1. **Roger Skinner** mentioned receiving some visitors recently from the **Rossmoor Stamp Society.**

6. Publicity and the Bay Phil: Editor **Richard Hanchett** passed away recently and **Roy Teixeira** is supposed to ask **David McNamee** to take over as Editor of the **Bay Phil** when both return from travels. It was agreed that the newsletter needs a "facelift".

7. Tax Exempt Status: **Nestor Nunez** will send in the **2016 Form 990** shortly, although it is not due until May 15. This is a paper long form which needs some details filled in. A draft was sent to the Board members for review. There has been no response yet to the re-application for **501(c) 3** status from the Internal Revenue Service.

8. Website Update: Webmaster **Dave Moore** reported that the new Website is “live”. The new software is easier to use for updates. **Dave** has been listing additional information. When non-profit status is restored, he expects to bring all computers in the Library up to Windows 10 levels with external backups and an auction catalogue database.

9. Governance Notebooks with WPL Operating Instructions: The new 990 filing and insurance information will be added when ready. A search is underway for the original **Articles of Incorporation** (or at least a copy of it).

10. eBay Sales and WPL PayPal Account: **Stuart Leven** has posted some items on eBay but there has not been much interest lately. **Jerry Mix** and **Dave Moore** are working on getting the **PayPal Account** active.

11. Insurance: **Roger Skinner** said that he now has a quote and an invoice for \$1821 for a partial payment that will be mailed out. The Board previously approved this expenditure.

12. Membership and Mailing: **Richard Clever** gave an update on the current membership. Those members (15) who have not paid dues in 2014-15 will now be dropped from the mailing list, leaving a total of 233.

13. Volunteers: **Richard Clever** again brought up the subject of a return to using time cards to show the volunteer hours (including work done at home). **Dave Moore** offered to post a call for volunteers on the Website.

14. Next Board of Director’s Meeting: **Saturday June 3, 2017.**

Adjournment: **Edward Jarvis** moved for adjournment, seconded by **Nestor Nunez**. Motion carried and meeting adjourned at 11:41 am.

Respectfully submitted,

Russ Samuels
Recording Secretary