

**Friends of the Western Philatelic Library  
Board of Directors Meeting  
Saturday, January 21, 2017**

**1. Call Meeting to Order:** The meeting was called to order at 10:31 am by **Board Chair Stuart Leven** at the **Western Philatelic Library, 3004 Spring Street, Redwood City CA 94063.**

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

**Absent:** **Richard Clever**

**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 **December 31, 2016** were approved unanimously (with a revision that **Roger Skinner** had responded to the property tax letter from Santa Clara County) on a motion by **Nestor Nunez**, seconded by **Edward Jarvis**. **Edward Jarvis** added thanks to **David McNamee** for taking the Minutes of that meeting.

**3. Treasurer's Report:** **Jo Skinner** distributed copies of the revised **2016 Year End Balance Sheet** and the **December 2016 Profit and Loss YTD Comparison** as well as the **January 2017 Balance Sheet** and **Profit and Loss Budget Performance Report**. The donation letter sent with membership renewal letters resulted in 39 responses for a total of \$2,482 in contributions received as of January 21, 2017. The budget had been approved previously at the December 17, 2016 Board Meeting. The revised financial statements were approved unanimously on a motion by **Edward Jarvis**, seconded by **Roy Teixeira**.

**4. Funds and Fundraising:** Although some donations have been received, most larger donors are waiting until 501(c)3 status is regained.

**5. Library Operations Report:** There is a growing backlog of materials to process and there is a definite need for more manpower. **Nestor Nunez** suggested making a list of various tasks that need to be done and **Dave Moore** offered to post this list on the Website.

**6. New Post Office Box:** A new mailing address, **PO Box 7063, Redwood City CA 94063-3108** has been opened. This is conveniently located about a half mile from the Library at Broadway and Woodside Rd. The new PO Box address has been changed now on the Website. The PO Box in Sunnyvale will remain open for another six months during which time **Roy Teixeira** and **Roger Skinner** will work on address changes for the various publications received by the Library. Mail addressed to the Sunnyvale PO Box can be forwarded to the new mailing address for one year. **Roy Teixeira** has offered to get new stationery printed and labels can be made to use on the old envelopes.

**7. Publicity and the Bay Phil:** Editor **Richard Hanchett** is away until February 8 but will be notified to make the new address change for future issues of the *Bay Phil*.

**8. Tax Exempt Status:** **Nestor Nunez** sent the response to the suspension letter from the Internal Revenue Service on January 4, 2017. He said that a reply from them can take some time (as much as 60 days). He will send in the 990 Form for 2016 shortly, although it is not due until May 15. Previously this could be done simply on an electronic "Postcard". We are now required to send a paper long form. The years 2012 through 2015 were overlooked during the turmoil of the move from Sunnyvale to Redwood City. A separate form for the State of California still may be filed electronically as it was last done in 2014. This is an update of the Board members that must be filed with the Secretary of State.

**9. Website Update:** Webmaster **Dave Moore** has been working on a new Website to replace the current one and it should be ready early next week. The new Website will have more pages, pictures, a map with directions, etc. The cost of the new host site is \$14 a month and has been paid up to 2018. A backup for \$2.99 a month is available and **Nestor Nunez** moved, seconded by **Edward Jarvis**, that the **FWPL** pay for it. Motion passed unanimously. **Nestor Nunez** offered thanks to **Dave Moore** for all his work.

**10. Governance Notebooks with WPL Operating Instructions:** All documents relating to the Library building, incorporation papers, Board Minutes, etc. should be kept in these binders. **Edward Jarvis** noted that **Jo Skinner** and **Nestor Nunez** should coordinate the notebooks that they both have.

**11. Status of Computers, Printers, and Copiers:** Currently, all are working. Some of the systems are old and need to be upgraded, particularly the database which needs a backup. **Dave Moore** offered to upgrade information and make a list of what exists. **Stuart Leven** suggested having a search computer available in the public area of the Library for use by patrons.

**12. eBay Sales and WPL PayPal Account:** **Jerry Mix** was involved with eBay Sales from 2004 to 2008. **Stuart Leven** currently lists books on a Buy it Now basis and stamps as auctions on his own eBay account. The PayPal account currently is in **Roger Skinner's** name and **Nestor Nunez** moved, seconded by **Edward Jarvis**, that a new PayPal account in the name of **Friends of the Western Philatelic Library** be set up by **Jerry Mix**, linked to the FWPL Bank Account. Motion passed unanimously. It will be possible to pay dues by PayPal when this is set up with a link on the Website. A sale of material donated to the FWPL might be held on Sunday April 30 at **WESTPEX**.

**13. Insurance:** **Edward Jarvis** inquired if the liability insurance payment was made. **Roger Skinner** said that the quote made by the broker was not backed up by a willing underwriter. As of today, there remains no insurance, either on the property or for liability. The matter will have to be revisited. **Edward Jarvis** pointed out that when 501(c)3 status is regained, it will be easier to obtain insurance through a non-profit exchange.

**14. Membership and Mailing:** Richard Clever will give an update at the next Board Meeting.

**15. Volunteers:** Roy Teixeira invited Kristin Patterson and the new Sequoia Stamp Club President Chris Palermo to attend this Board meeting and they said that they hope to be able to come to a future one. The various tasks that need to be done at the library include many that can be done by volunteers at home. Stuart Leven suggested a return to using time cards to show the volunteer hours (including work done at home) as well as keeping up the Guest Book and noting phone call, internet and mail inquiries. Even the attendance of ten Board Members and Guests at this meeting should be noted. All of this will show the use of the Library and its value to the community.

**16. Next Board of Director's Meeting:** Saturday March 11, 2017.

**Adjournment:** Nestor Nunez moved for adjournment, seconded by Jo Skinner. Motion carried and meeting adjourned at 11:54 am.

Respectfully submitted,

**Russ Samuels**  
**Recording Secretary**

**Attest by Board Secretary**  
**(after approval at next meeting)**

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