

**Friends of the Western Philatelic Library  
Board of Directors Meeting  
Saturday, October 22, 2016  
3004 Spring Street  
Redwood City CA 94063**

The meeting was called to order at 1:00 pm by **Vice President of Acquisitions Roger Skinner**.

**1. Roll Call** found the following **Officers and Directors** present (constituting a quorum): **Dick Cleaver, Edward Jarvis, Roger Skinner, Jo Skinner, and Roy Teixeira.**

**Board Chair Stuart Leven** sent his regrets for absence (travel).

**Guest: Nestor Nunez.**

**2. Treasurer's Report: Jo Skinner** reported that all accounts are up to date and although the library has no other immediate income, there are funds available through the end of December, 2016.

**3. Bay Phil :** It was discussed and decided to merge the **September/ October** and **November/December** issues to save printing and postage costs. Also beginning in 2017 the **Bay Phil** will become a quarterly publication. The question of possible distribution by e-mail was also raised, although previous attempts at this were not successful.

**4. Nomination to Board: Board Member Edward Jarvis** nominated **Nestor Nunez** to the **Board of Directors**. Seconded by **Roger Skinner**, approved unanimously. **Nestor** agreed to serve as **Board Secretary**.

**5. Website/Webmaster:** Updating of the **FWPL Website** is required and **Roy Teixeira** said he will contact **David Moore**, who worked on it previously, and to ask him to continue to maintain it as **Webmaster**.

**6. Nestor Nunez Input: New Board member and Secretary Nestor Nunez**, a professional C.P.A., emphasized the necessity for organization of records including **Articles of Incorporation** and **Bylaws** in order to file Federal Tax returns and the 990 forms as well as State forms. "Housekeeping" must be done, including maintaining up to date **Minutes of Board Meetings**, to meet requirement for regaining **501(c)3** status.

**7. Donations/Fundraising:** The members discussed possible avenues for donations and fundraising and decided that they should be put off until the **501(c)3** status is regained. The possibility of requesting a Federal Grant was raised in view of the **Library** being designated an official project of **Save America's Treasures** by the **National Trust For Historic Preservation**.

**8. Volunteers:** Ideas for recruiting new volunteers from the active local **Sequoia Stamp Club** were discussed including offering a meeting place at the **Library**.

**9. Open House/ Sale:** The next **Open House/ Library Sale** is set for **Saturday February 18, 2017**.

**10. Next Board of Directors Meeting:** **Dick Cleaver** asked that the next **Board of Directors Meeting** be held at the Library on **Saturday, November 19, 2016**.

**11. Adjournment:** **Jo Skinner** moved for adjournment, seconded by **Nestor Nunez**. Motion carried and meeting adjourned at 3:00 pm.

Respectfully submitted,

**Russ Samuels**

(transcribed from recording made by Director Edward Jarvis on iPhone)