

**Friends of the Western Philatelic Library
Board of Directors Meeting
Saturday, November 19, 2016
3004 Spring Street
Redwood City CA 94063**

The meeting was called to order at 10:35 am by **Board Chair Stuart Leven**.

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

Recording Secretary: Russ Samuels

2. Minutes of Meeting of October 22, 2016: The **Minutes** of the previous **Board Meeting** held on **October 22, 2016** were approved unanimously on a motion by **Edward Jarvis**, seconded by **Roger Skinner**.

3. Reports and Correspondence: **Treasurer Jo Skinner** distributed copies of the updated **Balance Sheet** to the members of the **Board**. She reported that it does not include a bill for **Property Tax** on the **Library Building** received from San Mateo County, with half due on **December 10**. Also a **Mortgage Loan Payment** is due on **December 15**. **Edward Jarvis** moved that funds to cover these expenses should be raised by the immediate sale of securities, seconded by **Roy Teixeira** and passed unanimously after a brief discussion. (**Nestor Nunez** suggested that now is a good time to sell.) **Edward Jarvis** mentioned that as **Chairman of WESTPEX**, he has a conflict of interest (as do Board Members **Roger Skinner** and **Nestor Nunez**, who are also WESTPEX Board Members) with regard to the donation pledge to the **FWPL** previously made by WESTPEX. He has therefore appointed a **Donations Committee** to determine if WESTPEX can proceed with the donation to FWPL and they will report back to the WESTPEX Board at their next meeting on **January 16, 2017**. **Stuart Leven** will cover the January Mortgage Payment. **Treasurer Jo Skinner** will put together the **2017 Budget** to present at the next meeting.

4. Funds and Fundraising: The members discussed donations to the Library and decided to wait until a future meeting due to reluctance of donors because of the **501(c)3** status. Other fundraising ideas include selling duplicate material on eBay. **Stuart Leven** volunteered to work on this if items are written up with estimated prices. **Nestor Nunez** suggested that a subcommittee should be formed to brainstorm for future fundraising ideas.

5. Publicity and the Bay Phil : **Edward Jarvis** moved that the **September/ October** and **November/December** issues be merged to save printing and postage costs. Also, that beginning in **2017** the **Bay Phil** will become a quarterly publication. This was seconded by **Roger Skinner** and passed unanimously. The question of possible distribution by e-mail was also raised, although previous attempts at this were not successful. **Edward Jarvis** also suggested that the Board Minutes be printed in the **Bay Phil** and that the **Financial Report** be included once a year. **Nestor Nunez** suggested the **Second Quarter 2017** issue.

6. New Board Members Needed: The **Sequoia Stamp Club** is holding elections for new Officers next week and it was suggested that the new **Club President** be invited to join the FWPL Board. There are currently vacancies, as the **Bylaws** state that there should be not less than six nor more than 12 Board Members.

7. Tax Free Status: **Nestor Nunez** gave an update on work on the tax returns and said a draft of the **Federal 990** forms will be shown to the Directors at the next Board Meeting. Secondly, the current Board Members should write a narrative on what caused the previous Board to overlook filing forms in a timely manner, including the drop-off of participation during the stress of moving to the new location. **Edward Jarvis** moved that there should be a deadline of 30 days to get hard copies of the missing Board Minutes into the **Office Copy** of the **Governance Binder** and on the **Website**, seconded by **Roy Teixeira**, passed unanimously.

8. Website Update: The FWPL Website has been updated since the last Board Meeting by **David Moore**, who worked on it previously. **Roy Teixeira** has asked him to continue to maintain it as **Webmaster**. Suggestions to further update the Website include posting some of **David McNamee's** write-ups as well as **Jim Brown's** articles about doing research. **Nestor Nunez** said that the Website should trumpet what a great resource the Library is. As there is some confusion concerning the listing of "Sunnyvale" on the Website, this should be removed. Links to past Board Minutes should also be on the Website, and **Dick Clever** has donated his files to the Library which should contain many of these.

9. Governance Binder: A copy of the binder containing all documents relevant to governance should be kept in the **Library Office** and available for inspection.

10. Insurance: It was learned that there is an unpaid **Insurance Bill** for the Library Building. **Edward Jarvis** moved that additional funds be moved into the checking account immediately to pay this bill, seconded by **Roy Teixeira**, and passed unanimously.

11. Membership and Mailing: **Dick Clever** reported that the renewal letter for **2017 Dues** will go out shortly and gave an update on the current membership numbers.

12. Volunteers: Ideas for recruiting new volunteers from the active local Sequoia Stamp Club were discussed including talking to members at the upcoming **PENPEX Show**.

13. Next Board of Director's Meeting: It was agreed that the next Board of Directors Meeting will be held at the Library on **Saturday, December 17, 2016** at 10:30 am.

14. Adjournment: **Dick Clever** moved for adjournment, seconded by **Roy Teixeira**. Motion carried and meeting adjourned at 12:04 pm.

Respectfully submitted,

Russ Samuels
Recording Secretary

