

**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**