

**Friends of the Western Philatelic Library
Board of Directors Meeting
Saturday, December 9, 2017**

1. Meeting Called to Order: The meeting was called to order at 10:30 am by **Board Chair Stu Leven** at the **Western Philatelic Library, 3004 Spring Street, Redwood City CA 94063**.

Roll Call found **all 7 Officers and Directors** present (constituting a quorum): **Richard Clever, Edward Jarvis, Stuart Leven, Nestor Nunez, Jo Skinner, Roger Skinner, and Roy Teixeira**.

Guests: **Judy Jarvis, Jerry Mix, and Bob Gordon** (*Bay Phil Editor*).

Recording Secretary: **Russ Samuels**

2. Minutes of Previous Board Meeting of October 14, 2017: The **Minutes** were approved unanimously on a motion by **Ed Jarvis**, seconded by **Roger Skinner**.

2a. Minutes of E-Mail/Telecommunication Meeting of November 20, 2017 (Revision of Articles of Incorporation): The **Minutes** were approved unanimously on a motion by **Ed Jarvis**, seconded by **Roy Teixeira**.

3. Treasurer's Report: **Jo Skinner** distributed copies of the **December 8, 2017 Balance Sheet and Profit and Loss Budget Performance Report for December 2017**. **Ed Jarvis** asked about the **Investment Fund Account** and **Jo Skinner** said they are held at Merrill Lynch. **Property Tax** is due on **December 10th** and then again next **April 10, 2018**. When the **501(c)3** status is restored, it may be possible to get these taxes refunded. **Jo Skinner** is resigning the Treasurer's position as of **December 31, 2017** and **Nestor Nunez** has volunteered to take it over at least until new officers are elected next year. **Ed Jarvis** moved to thank **Jo Skinner** for her many years of service and asked that a letter of appreciation be written by the **Board Chair**, seconded by **Nestor Nunez**, and passed unanimously. **Nestor Nunez** moved to accept the **Treasurer's Report**. He also mentioned **Roger Skinner's** generous donation of the auction proceeds of the sale of his Bangkok collection. **Jo Skinner** reminded the Board about the **WESTPEX** donation as well.

4. Funds and Fundraising: This matter was tabled until the next Board meeting.

5. Library Operations Report: **Roger Skinner** mentioned **Jerry Mix's** extensive work at the Library. **Stu Leven** said that he received a letter from **Charles LeBlond** offering to donate literature from the **Civil Censorship Group**. He also mentioned selling bound journals from the **Matt Hedley** donation (and others) on a continuing basis.

6. Publicity and the Bay Phil: Editor **Bob Gordon** mentioned that he has collected some material already for the next issue, deadline for which is **December 10th** and said that he has been making revisions to its appearance including a revised map, the return address for the **Bay Phil** will be the P.O. Box and the arrangement of the **Board Actions Summary**. **Stu Leven** asked that the end of the year **Financial Statement Summary** be included in the next issue. **Bob** has reached out to **Robert Pope** for an ad for **WESTPEX** as free publicity. **Jo Skinner** suggested a reciprocal page on the Library in the **WESTPEX Show Program**. **Ed Jarvis** would like to see something mentioning what is new with **WESTPEX** including new **Chairman Clyde Homen**. **Bob** also has a page from the first **Bay Phil** from 1972. He thanked Board members for their feedback.

7. Reinstatement of Tax Free Status: **Nestor Nunez** has re-filed the **IRS Form 1023** and said that the person working on our case said that he had recommended reinstatement so it should be resolved very soon. Letters of thanks for donations will be sent as soon as the status is restored.

(In fact, the 501(c)3 status was restored before the end of December, effective back to May 16, 2016 when the status was suspended).

Jo Skinner asked about mail pickup from the P.O. Box. **Ed Jarvis** moved that **Roy Teixeira** be responsible for pickup, processing and distributing the mail. **Roger Skinner** seconded, and the motion passed unanimously. A second PO Box key will be available in case of emergency. **Roy Teixeira** said that mail (mostly journals) is still being received at the old Sunnyvale address, but gradually is being corrected.

8. WPL Operating Instructions, Corporation Documents, Additions and Updates: **Nestor Nunez** said that the Library needs to make a filing at the end of January with the California Secretary of State. When the **501(c)3** status is regained, a corporation filing with the State of California (**RRF1**) will need to be made. **Stu Leven** also mentioned other matters that can be addressed when the status is restored including the refunding of **Property Taxes** and getting Library Parking Zones marked.

9. Website Update: As **Webmaster Dave Moore** was not present, this subject was tabled until the next Board meeting.

10. eBay Sales and FWPL PayPal Account: **Jerry Mix** noted that a number of lots were recently posted and sold. **Ed Jarvis** asked that the **Bay Phil** include mention of eBay offerings and the ability to pay through PayPal.

11. Membership and Mailing: **Richard Clever** reported that there are currently 239 Members (including 11 Overseas Members). Those who have not paid for two years or more will be dropped from mailings. Long-time member and volunteer **Paul Swierstra** passed away on November 30, 2017, and a remembrance will be included in the next **Bay Phil**.

12. Fence and Gate Repairs: **Roy Teixeira** mentioned the replacement of fences behind the Library and said he has a quote of \$3,625 for the front gate. **Ed Jarvis** said this should be dealt with right away, but there was no motion at this time.

13. Nominating Committee for 2018 Election of Officers: It will be necessary to hold Elections in the first six months of **2018** with a suggestion of rolling three year terms staggered over the next three years. **Ed Jarvis** said that he will volunteer to chair the Committee. **Nestor Nunez** explained the mechanisms for the elections and **Ed Jarvis** read the requirements from the **By Laws**. The Committee will consist of **Ed Jarvis, Stu Leven,** and **Roy Teixeira (Chair)** with the possible inclusion of **David McNamee**. **Nestor Nunez** moved to establish the Committee, seconded by **Roger Skinner**, and passed unanimously. The slate of candidates will be listed in the March 2018 issue of the ***Bay Phil***.

13a. New Business: **Ed Jarvis** said that he will volunteer to chair a new Committee to raise targeted funds for **Safety and Upkeep**. Improvements would include heating and air conditioning as well as emergency exit signs and electrical work. There is a goal of \$25,000 to \$50,000 of which \$11,000 has already been pledged. **Ed Jarvis, David McNamee** and **Roy Teixeira** will serve on the Committee to raise funds. **Nestor Nunez** moved that the Committee be formed, seconded by **Richard Clever**, and passed unanimously.

14. Next Board of Director's Meeting: **Saturday February 10, 2018 at 10:30 am.**

Adjournment: **Nestor Nunez** moved for adjournment, seconded by **Ed Jarvis**. Motion carried and meeting adjourned at 12:00 Noon.

Respectfully submitted,

Russ Samuels
Recording Secretary

Attest by Board Secretary
(After approval at next meeting)