

**Friends of the Western Philatelic Library
Board of Directors Meeting
Saturday, October 14, 2017**

1. Meeting Called to Order: The meeting was called to order at 10:30 am by **Edward Jarvis** (who informed the meeting that he was asked by **Roger Skinner** to act as Chair in the absence of **Board Chair Stu 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): **Edward Jarvis, Nestor Nunez, Jo Skinner, Roger Skinner, and Roy Teixeira.**

Absent: **Stuart Leven and Richard Clever.**

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

Recording Secretary: **Russ Samuels**

2. Minutes of Previous Board Meeting of August 19, 2017: The **Minutes** were approved unanimously on a motion by **Roger Skinner**, seconded by **Roy Teixeira.**

3. Treasurer's Report: **Jo Skinner** distributed copies of the **October 13, 2017 Balance Sheet and Profit and Loss Budget Performance Report for October 2017.** There is money available for Bookbinding (Newfoundland material) thanks to a donation of \$1,000 in memory of **Bob Dyer** from the **Redwood Empire Collectors Club.** **Nestor** suggested merging the remaining \$350 in the **Boyington Memorial Fund** and \$95 in the **Book Replacement Fund** into the Bookbinding Fund as well. **Jo** noted that **Property Tax** (approximately \$4,500) is due on **December 10, 2017.** **Roger Skinner** moved to accept the **Treasurer's Report**, seconded by **Roy Teixeira** and passed unanimously.

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

5. Library Operations Report: **Roger Skinner** mentioned receiving two visitors since the last Board meeting. One was the editor of the local neighborhood paper who may give the Library some publicity. The other was a local retiree who may return to do some volunteer work. Part of the **Matt Headly Donation** bound book sale has been shipped with the rest due to go out in November and December. The copier is working again thanks to one of the Library Members, **John Kofranic**, who worked on it at no charge.

6. Publicity and the Bay Phil: Editor **Bob Gordon** said **Webmaster Dave Moore** has posted the latest **Bay Phil** on the **FWPL Website.** The **August Issue** was discussed and all agreed that the addition of color is a great improvement. **Bob** mentioned that he has collected some material already for the next issue, deadline for which is **December 10th.** **Roy Teixeira** suggested that the return address for the **Bay Phil** should be that of the P.O. Box. A better map will be added as well as new additions to the Library.

7. Reinstatement of Tax Free Status: Nestor Nunez has re-filed the **IRS Form 1023**. Nestor will contact the IRS on monthly basis to track the progress of the case.

8. WPL Operating Instructions, Corporation Documents, Additions and Updates: Nestor Nunez mentioned that the Library needs a locked file drawer to house important corporate documents. The **BOD** should know where the files (as well as the keys) are located. **Richard Clever** has given Nestor some old Board Minutes which need to be included. When the 501(c)3 status is regained, a corporation filing with the State of California (RRF1) will need to be made.

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: In **Jerry Mix's** absence, **Roy Teixeira** noted that **Jerry** is handling **eBay Sales** and a number of lots were recently posted and sold.

11. Membership and Mailing: In **Richard Clever's** absence, there was no formal report, but it was noted that there are currently about 230 Members (including 103 Life Members).

12. New Business: **Ed Jarvis** said that the issue of a new **Treasurer** has to be addressed at the December meeting as **Jo Skinner** is resigning that position as of **December 31, 2017**. **Roy Teixeira** mentioned the replacement of fences behind the library and said he has a quote of \$3,625 for the front gate. This will be taken up at the December meeting. The Library intends to continue its presence at **WESTPEX** in **2018**, but **Roger Skinner** can no longer handle the transportation of the books to the hotel. **People Ready** can be hired for this work. Another **Open House / Auction** at the Library was suggested by **Ed Jarvis** for **January** or **February**. **Election of Officers** will be necessary in the first six months of **2018** with a suggestion of rolling three year terms staggered over the next three years.

13. Next Board of Director's Meeting: **Saturday December 9, 2017 at 10:30 am.**

Adjournment: Nestor Nunez moved for adjournment. Motion carried and meeting adjourned at 11:52 am.

Respectfully submitted,

Russ Samuels
Recording Secretary

Attest by Board Secretary
(after approval at next meeting)