

**Friends of the Western Philatelic Library
Board of Directors Meeting
Saturday, June 3, 2017**

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

Roll Call found the following **6 Officers and Directors** present (constituting a quorum): **Edward Jarvis, Stuart Leven, Nestor Nunez, Jo Skinner, Roger Skinner, and Roy Teixeira.**

Absent: **Richard Clever.**

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 **March 18, 2017** were approved unanimously on a motion by **Roger Skinner**, seconded by **Ed Jarvis.**

3. Treasurer's Report: **Jo Skinner** distributed copies of the **May 31, 2017** and **June 2, 2017 Balance Sheets** and **Profit and Loss Budget Performance Reports for May and June 2017.** Thanks to donations of \$2,000 from the **Cal Rev Group** and \$3,000 from **Richard Clever**, as well as \$3,380.25 from book sales at **WESTPEX.** the current income should sustain the Library for about another five or six months. A further \$1,000 is coming from the **Redwood Empire Club** as a matching funds donation in the next 30 days. **Jo Skinner** announced that after 22 years as **Treasurer**, she wishes to retire at the end of 2017. Furthermore, she said that next year at **WESTPEX** someone other than **Roger Skinner** will have to handle the transportation and setup of the Library Room. **Ed Jarvis** expressed thanks to Roger and Jo for all their years of service. **Ed Jarvis** asked if all of the bills are current and **Jo Skinner** answered they are. **Roger Skinner** stated that he had paid the Insurance with his own check. **Nestor Nunez** moved that Roger be reimbursed by the Library for \$1,821, seconded by **Ed Jarvis** and passed unanimously. Ed asked that a copy of the receipt be placed in the Governance Binder. **Stu Leven** asked how long before the loan on the building has to be re-financed. **Jo Skinner** replied that the loan runs to 2022.

4. Funds and Fundraising: Most of the other income has been derived from member dues and modest eBay sales. Although some donations have been received, **Ed Jarvis** noted that most larger donors are waiting until **501(c)3** status is regained.

5. Library Operations Report: **Roger Skinner** mentioned receiving some visitors the previous day. Information on the **Sequoia Stamp Club** was given to one visitor. The library's presence at **WESTPEX** was an opportunity to give away a number of old Scott Catalogues. There is still a backlog of donations needing processing.

6. Publicity and the Bay Phil: Roy Teixeira has spoken with Bob Gordon about taking over as Editor of the *Bay Phil*. Bob has received a new color format prepared by David McNamee to give the newsletter a “facelift”. The use of drop box will make the process easier. A listing of tear sheets from Jo Skinner can fill two to four pages, and other contributions such as book reviews from Alan Warren, images of new acquisitions, and a listing of Highlights of Board Actions will help round it out. An editor’s message and an obituary for our late Editor Richard Hanchett will also be needed.

7. Tax Exempt Status: Nestor Nunez filed the 2016 IRS Form 990 by mail before the May 15 deadline (he was unable to do this online because of the loss of non-profit status). However, he was able to file the California “Postcard” on line. Nestor called Ogden, Utah regarding the re-application for 501(c)3 status from the Internal Revenue Service. The three-year tax filing was received by them at the end of January, but they will not respond to the application for re-instatement. It will be necessary to complete the 12-page Form 1023 again and submit it to the office in Covington, KY. *(A short session to complete this form was held after the regular Board Meeting.)* There is a 15 month deadline from date of suspension (May 15, 2016) to submit this form with an \$850 user fee. Stuart Leven offered to cover this expense. The Library also has to file a Non-Profit Registration form RRF1 with the State of California Justice Department Registry of Charitable Trusts. As the Library status is currently suspended, Nestor feels that this should be done later. The filing fee will be \$25 or zero depending on total revenues.

8. Website Update: Webmaster Dave Moore reported that there has been no response to a call for more volunteers on the new Website. He also posted a thanks for purchases at WESTPEX and offered to list books for sale. He will assume the responsibility of handling any sales. There are about 1,000 visitors to the Website each month.

9. Governance Notebooks with WPL Operating Instructions: The notebooks should be up to date after this meeting.

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 reported that the PayPal Account is active. This can be used for payments as well as donations. The e-mail address is: ebay_sales@fwpl.org. Jerry Mix will be handling eBay Sales.

11. Membership and Mailing: In Richard Clever’s absence, there was no report. It was noted that there has been little change since the last report except for two new library members obtained at WESTPEX.

12. Further Business Edward Jarvis, recently retired **WESTPEX Chairman**, presented the Library with a set of DVD's of the APS "On the Road Course" given at **WESTPEX 2017**. The DVD's were recorded and prepared by **Lloyd Chan** at the two-day Course on April 26-27. **Jo Skinner** suggested featuring this in the next *Bay Phil*.

13. Next Board of Director's Meeting: Saturday July 22, 2017.

Adjournment: Roy Teixeira moved for adjournment, seconded by **Edward Jarvis**. Motion carried and meeting adjourned at 11:45 am.

Respectfully submitted,

Russ Samuels
Recording Secretary

Attest by Board Secretary
(after approval at next meeting)
