

**Friends of the Western Philatelic Library  
Board of Directors Meeting  
Saturday, August 19, 2017**

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

**Roll Call** found the following **4 Officers and Directors** present (constituting a quorum): **Edward Jarvis, Nestor Nunez, Jo Skinner, and Roger Skinner.**

**Absent:** **Stuart Leven, Richard Clever, and Roy Teixeira.**

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

**Recording Secretary:** **Russ Samuels**

**2. Minutes of Previous Meeting:** The **Minutes** of the last **Board Meeting** of **July 22, 2017** were approved unanimously on a motion by **Nestor Nunez**, seconded by **Roger Skinner.**

**3. Treasurer's Report:** **Jo Skinner** distributed copies of the **August 18, 2017 Balance Sheet** and **Profit and Loss Budget Performance Report for August 2017.** **Nestor Nunez** explained a \$750 item under **Dues Taxes & Fees** as the amount needed to re-submit the **IRS Form 1023** (see item #7. below). **Ed Jarvis** also asked if all of the bills are current and **Jo Skinner** answered they are. **Ed Jarvis** again expressed thanks to **Roger Skinner** for his generous donation from the sale of his collection. **Nestor Nunez** moved to accept the **Treasurer's Report**, seconded by **Roger Skinner** and passed unanimously.

**4. Funds and Fundraising:** **Ed Jarvis** tabled this subject until the next Board meeting.

**5. Library Operations Report:** **Roger Skinner** mentioned receiving six visitors since the last Board meeting. One visitor was under five years of age! One of the volunteers who is at the library every Monday, **Ken Lewetzow**, has written three articles published in ***Outside Lands***, about San Francisco's Richmond District in the 1940's. **David McNamee** brought up the subject of Library Borrowing policies and asked about requiring library membership to take out books in order to make membership more valuable.

**6. Publicity and the Bay Phil:** New **Editor Bob Gordon** presented a draft of the next issue of the ***Bay Phil*** for comments, corrections, and suggestions from the Board. The target date for publication of the next issue is now September 1<sup>st</sup>. A listing of tear sheets from **Jo Skinner** can fill four pages, and other contributions such as book reviews from **Alan Warren**, images of new acquisitions, and a **Summary of Board Actions** will help round it out. An editor's message and an obituary for our late **Editor Richard Hanchett** will also be included. **David McNamee** suggested highlighting the work of our volunteers. Bob will work with **Webmaster Dave Moore** to post the ***Bay Phil*** on the **FWPL Website**. Future issues will have a deadline of the 10<sup>th</sup> of the month prior to publication date.

**7. Tax Exempt Status:** Nestor Nunez re-filed the **IRS Form 1023** with an additional \$750 to increase the filing fee to the correct amount of \$850. It had been returned due to the inclusion of only \$100 with the first filing. Nestor will contact the IRS on monthly basis to track the progress of the case. We should be hearing within 180 days regarding the re-application for **501(c)3** status from the Internal Revenue Service.

**8. Governance Notebooks with WPL Operating Instructions:** The notebooks are up to date. Nestor Nunez mentioned he has received a thick folder of past material from **Richard Clever** which needs to be integrated into the Notebooks.

**9. Website Update:** Webmaster **Dave Moore** was not present, but it was decided that the Minutes will be sent to Nestor and Ed for review, then to Dave for posting on the FWPL Website.

**10. eBay Sales and FWPL PayPal Account:** In **Jerry Mix's** absence, **Ed Jarvis** noted that he has launched the **FWPL eBay Account** and that the **FWPL PayPal Account** is active. This can be used for payments as well as donations. The e-mail address is:

[ebay\\_sales@fwpl.org](mailto:ebay_sales@fwpl.org)

**Jerry Mix** is handling **eBay Sales**. Eleven lots were recently posted and sold. **Treasurer Jo Skinner** requested eBay Account access information to facilitate financial reporting.

**11. Membership and Mailing:** In **Richard Clever's** absence, there was no report.

**12. Next Board of Director's Meeting:** Saturday October 14, 2017 at 10:30 am.

**Adjournment:** **Jo Skinner** moved for adjournment. Motion carried and meeting adjourned at 11:23 am.

Respectfully submitted,

**Russ Samuels**  
**Recording Secretary**

**Attest by Board Secretary**  
**(after approval at next meeting)**