

**Friends of the Western Philatelic Library
Board of Directors Meeting
Saturday, February 10, 2018**

1. Meeting Called to Order: The meeting was called to order at 10:25 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: **Bob Gordon** (*Bay Phil* Editor), **Judy Jarvis**, and **David McNamee.**

Recording Secretary: **Russ Samuels**

2. Minutes of Previous Board Meeting of December 9, 2017: The **Minutes** were approved unanimously on a motion by **Jo Skinner**, seconded by **Ed Jarvis.**

3. Treasurer's Report: **Ed Jarvis** moved that **Nestor Nunez** be named **Treasurer** to fill the vacancy left by the resignation of **Jo Skinner** effective December 31, 2017, seconded by **Roger Skinner** and passed unanimously. **Nestor Nunez** will also retain his position as **Secretary** until Elections sometime in 2018. **Jo Skinner** also resigned from the **BOD** effective immediately. **Ed Jarvis** previously moved to thank Jo for her 22 years of service as **Treasurer**, and asked that a letter of appreciation be written by the **Board Chair.** **Nestor Nunez** suggested a copy of the letter be made part of the minutes and **Bob Gordon** asked to reprint it in the April issue of the *Bay Phil.*

Nestor then discussed the **Financial Statements** distributed to members of the **BOD.** He explained there are some adjustments yet to be made. **Roger Skinner** had made a \$2,445 payment for Liability Insurance through April 2018 and Nestor suggested reimbursing Roger, who graciously offered it as a donation to the Library. Nestor said he will write a letter of thanks in order to make it tax deductible. **Ed Jarvis** said that now that the 501(c)3 status has been reinstated, there is a possibility to get a reduced rate from an insurance co-op in Santa Cruz and offered to investigate this before the renewal date. Nestor explained that the Library's operating expenses for 2018 will be about \$45,000, \$3,000 of which has been received already as a donation from **Stu Leven.**

Ed Jarvis moved that the **Investment Fund** be liquidated and moved to the checking or Money Market account, seconded by **Roy Teixeira.** This failed on a vote of two ayes, two nays and one abstention. **The Chair** chose not to cast a tie-breaking vote; the motion is tabled for a future meeting. **Ed Jarvis** then moved to accept the **Treasurer's Report**, seconded by **Roger Skinner**, and passed unanimously.

4. Funds and Fundraising: The **Safety Committee** has received a \$5,000 donation from **David McNamee**, who passed around a mockup of a fundraising brochure which he will also produce when the wording is agreed on. Other funds also have been pledged for restricted use.

5. Library Operations Report: **Roger Skinner** said new material is coming in faster than it can be processed. There were only three visitors recently, and one has offered to volunteer. **Stu Leven** is checking auction catalogues for duplication and discussed selling bound journals from the **Matt Hedley** donation (and others) on a continuing basis.

6. Publicity and the Bay Phil: The **BOD** agreed to make the *Bay Phil* a three times a year publication with issues dated **April, August, and December**. **Editor Bob Gordon** asked about taking ads to raise funds for the Library. **David McNamee** suggested putting the subject of a Rate Sheet on the agenda for the next meeting. **Stu Leven** previously asked that the end of year **Financial Statement Summary** be included in the next issue. An application for membership in the **WPL** also needs to be included in future *Bay Phil* issues.

7. Reinstatement of Tax Free Status:

a. County Welfare Exemption of Property Tax: **Board Chair Stu Leven** will pursue this matter with San Mateo County as the next due date for Property Tax is April 10th. He will also ask for a refund of Property Taxes paid during the suspension of the 501(c)3 status.

b. Parking on 2nd Street in front of WPL: **Board Chair Stu Leven** will attempt to get white zones for four hour parking for Library patrons.

8. WPL Operating Instructions, Corporation Documents, Additions and Updates: **Nestor Nunez** said that the Library needs to make a filing with the **Registry of Charitable Trusts**. He also has to update the binder containing documents pertaining to the Library.

9. Website Update: **Webmaster Dave Moore** was not present, however he sent an e-mail to the **BOD** on February 4th reporting that in 2017 the **Website** had 10,000 + visitors. The e-mail also mentioned that the **Website** has been updated with the news that the **FWPL's** 501(c)3 status has been reinstated, there are links to the **FWPL eBay** seller ID on Home and Store pages, as well as recent **BOD Minutes** and issues of the *Bay Phil*. Additionally there are pdf formats of all 13,000+ entries from the Tear Sheet data base. More new features to come in the future include a **PayPal** donation button. The **Website** should be updated to show the *Bay Phil* now being published three times a year with a suggestion to call ahead for Library Open Hours.

10. eBay Sales and FWPL PayPal Account: In **Jerry Mix's** absence this subject was tabled until the next Board meeting. There is a way to now pay lower PayPal Fees as a 501(c)3.

11. Membership and Mailing: **Richard Clever** reported that there are currently 235 Members (including 10 Overseas Members). Those who have not paid for two years or more were dropped from mailings. Membership has decreased slightly since last year.

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. Repaving the parking area will cost \$18,380. **Ed Jarvis** suggested tabling this for now, but said he has an anonymous donor who will pay for a significant portion of the work if the shipping containers holding old auction catalogs are removed from the area.

13. Nominating Committee for 2018 Election of Officers: This subject was tabled for now. The Committee needs to e-mail the **BOD** shortly as the slate of candidates should be listed in the April 2018 issue of the *Bay Phil*.

14. Safety Committee Report: Ed Jarvis called on Roy Teixeira to report on quotes for replacing the doors with key in, push bar out type (including replacing the door frame on the back door). Vortex, the leading vendor, quoted \$8,263.48. Another option is to temporarily replace the locks with a turn style on the inside at a cost of \$200 to \$300. Ed Jarvis moved to do this as soon as possible, with Nestor Nunez seconding the motion and amending it to include a \$300 ceiling on the cost. If the cost exceeds \$300 BOD approval is needed. Motion passed unanimously.

Another subject urgently needing attention is the **Electrical Audit of the Library**. A one to two day safety check might cost \$75/ hour (\$600/day). Ed Jarvis moved to engage a licensed electrician to do an Electrical Audit, with \$2,000 allocated for this purpose, seconded by Nestor Nunez, and passed unanimously. Ed also asked that the electrician check on lighted Exit signs and battery backup lighting.

Ed Jarvis thanked those who have contributed to the restricted **Safety Committee** funds so far: **David McNamee (\$5,000), Richard Clever (\$2,500), Stu Leven (\$1,000), and Roy Teixeira (\$1,000)**. Ed said that he will make a donation by PayPal to test the system. There is a goal of \$25,000 to \$50,000. Ed Jarvis, David McNamee and Roy Teixeira serve on the Committee to raise funds.

15. New Business - Jack Hughes Award: Jo Skinner said that this award given by the FWPL previously at WESTPEX for an Australasian Exhibit will be necessary again this year. Previously it had been a Life Membership in the FWPL. As the cost of this has risen, Nestor Nunez moved that it now be a one year membership. Ed Jarvis seconded the motion and it passed unanimously. David McNamee offered to pass this information on to WESTPEX Awards Chair Vesma Grinfelds.

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

Adjournment: Ed Jarvis moved for adjournment, seconded by Roy Teixeira. Motion carried and meeting adjourned at 12:37 pm.

Respectfully submitted,

Russ Samuels
Recording Secretary

Attest by Board Secretary
(after approval at next meeting)