

**Friends of the Western Philatelic Library
Board of Directors Meeting
Saturday, August 11, 2018**

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 **5 Officers and Directors** present (constituting a quorum):
Richard Clever, Stuart Leven, Nestor Nunez, Roger Skinner, and Ed Jarvis.

Regrets for Absence: **Roy Teixeira.**

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

Recording Secretary: **Russ Samuels**

2. Minutes of Previous Board Meeting of June 16, 2018: The **Minutes** were approved unanimously on a motion by **Ed Jarvis**, seconded by **Richard Clever.**

3. Treasurer's Report: **Nestor Nunez** presented the **Financial Statements** distributed to members of the **BOD**. An exemption request has been filed for **Property Tax** which reduces the valuation by 97%. The **Library** should be eligible for about a \$25,000 refund of **Property Taxes**. Nestor also mentioned that per **Roger Skinner**, the sellers of the **Library Building** want to be repaid within 18 months (beginning of 2020). A replacement mortgage or large donations will be necessary. With the current cash position, the WPL has about 6 to 7 months of expenses covered at the rate of about \$3,500 a month, most of which is for the mortgage. Funds are also held in form of stock in the Merrill-Lynch Investment Account. **Ed Jarvis** moved to liquidate this account, seconded by **Nestor Nunez**, and passed 3 to 1. As to where to place donations of securities in the future, **Stu Leven** stated that Charles Schwab allows non-profits to set up a free account (compared to Merrill-Lynch which charges \$150 annually).

Ed Jarvis also moved that the **Treasurer** be authorized to pay ongoing monthly expenses (utilities, mortgage, taxes, etc.) with e-mail meetings to approve out-of-the-ordinary expenses, seconded by **Richard Clever** and passed unanimously. It was suggested that **WESTPEX** be solicited for ongoing contributions of \$5,000 a year (as a storage fee) to help with expenses, as well as other donors both in and out of Philately. **Stu Leven** will draft a letter for this purpose. **Ed Jarvis** moved to accept the **Treasurer's Report**, seconded by **Richard Clever**, and passed unanimously.

4. Funds and Fundraising: Covered in the **Treasurer's Report.**

5. Library Operations Report: **Roger Skinner** said there have been few visitors lately, but four members of the **Scandinavian Collectors Club** were at the library last Saturday (August 4) and helped update supplements to the Campbell-Patterson New Zealand Catalogue. **Stu Leven** reported that re-cataloging of the catalog section in the data base is moving along. **Roy Teixeira** sent the **BOD** an e-mail with suggestions for making work in the library more efficient and safe by eliminating excess materials. **Nestor Nunez** moved that Roy make a list of what needs to be discarded, seconded by **Ed Jarvis**, and passed 3 to 1.

6. Publicity and the Bay Phil: Editor **Bob Gordon** offered his thanks to several individuals who assisted him in getting out the last issue of the *Bay Phil* including **Kathy Samuels** for the nice photo of **Jo Skinner**. He plans to feature the volunteer work of the **Scandinavian Collectors Club** at the library on Saturday August 4, 2018 in the August issue due out in September..

7. County Welfare Exemption of Property Tax: Covered in the **Treasurer's Report**. **Nestor Nunez** will follow up on seeking a refund.

8. WPL Operating Instructions, Corporation Documents, Additions and Updates:

Nestor Nunez said that the **FWPL's** filing with the **Registry of Charitable Trusts** is being taken care of. A submission of Form RRF1 must be made for every year from 2012 to 2018 with a fee of \$25 for each. When completed all tax and fee filings will have been regularized.

9. Website Update: **Webmaster Dave Moore** was not present, however he reported that the **Website** has been receiving about 1000 visitors a month.

10. eBay Sales and FWPL PayPal Account: **Stu Leven** puts on 10 to 20 lots each month and sells 10% to 20% of them. **Jerry Mix** also puts lots on eBay for the Library.

11. Membership and Mailing: **Richard Clever** said that there are currently 232 members, with 10 overseas. Two members will be dropped for non-payment bringing the total down to 230.

12. Fence and Gate Repairs: The subject was postponed to the next meeting.

13. Door Closure Devices: **Roy Teixeira** reported via e-mail that he had a quote for \$1,634.40 from **Foster Brothers** to replace the plungers on both glass doors. **Ed Jarvis** moved to allocate the restricted funds to cover this safety expense, seconded by **Richard Clever**, and passed 3 to 1. *(As in the two previous split votes, **Directors Jarvis, Nunez, and Clever** voted in the affirmative with **Roger Skinner** dissenting.)*

14. Letter from State Attorney General: Covered in **WPL Operating Instructions, etc.** above.

15. Nominating Committee for 2018 Election of Officers: **Ed Jarvis** says he cannot recruit people to serve on the **WPL BOD** under the current administration. He said he has tried to get the local **Sequoia Stamp Club** involved but has not had positive results.

16. Safety Committee Report: Coverage under the Liability Insurance Policy currently held by the **Library** has been reinstated after payment was made by **Nestor Nunez**. Nestor will also seek a quote from the **Non-Profit Insurance Co-op**.

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

Adjournment: **Ed Jarvis** moved for adjournment, seconded by **Nestor Nunez**. Motion carried and meeting adjourned at 12:33 pm.

Respectfully submitted,

Russ Samuels, Recording Secretary

Attest by Board Secretary (after approval at next meeting)