

Wheeler Memorial Chapel Trust

MEETING MINUTES

Tuesday, January 15, 2019

Approved February 12, 2019

LOCATION: Wheeler Memorial Chapel, 590 Daniel Webster Hwy., Merrimack, NH 03054

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

Meeting Began: 7:45 pm

A Quorum Is Present

Chairperson: D. Sharp

Focus Topic: 2019 Budget (under New Business)

Next Meeting: Wheeler Chapel, Tuesday, February 12, 2019 at 7:00 pm

- Chairperson: L. Fulton
- Focus Topic: Annual Report data, donor statements

Minutes of Last Meeting, Tuesday, October 9, 2018

- **MSP:** A motion to approve the meeting minutes of 10/09/2018 without change.

Treasurer's Report, Tuesday, January 15, 2019

- **MSP:** A motion to approve the treasurer's report of 1/15/2019 with the change that the GasperD rent is paid in full and that the Accounts Receivable amount is \$765.
- **Action Item:** All remaining 2018 Citizens Bank statements are reviewed and signed by trustees other than treasurer.

Chapel Event Calendar for January, February, and March

- D. Sharp reviewed upcoming rentals.
- W. Linkroum gave D. Sharp a list of items he'd like to have included with notice of a new rental.
- **Action Item:** D. Sharp will update chapel kitchen Event Calendar.
- **MSP:** A motion to move regular meeting start time from 6:30 PM to 7 PM.

Old Business:

- Reviewed incomplete Action Items.
- **Action Item:** (continued) D. Sharp will work with Debby Granberg to post interior photos of chapel on our web site.
- D. Sharp reported that our GO FUND ME account is active but no receipts have come lately.
- **Action Item:** W. Linkroum will continue to pursue NHCF grants. No requests are currently active.
- Rear foundation entrance needs repair. Skunk presence was detected by Faith Church Sunday, January 13 at their 8:30 service. The animal may have gained entrance through the rear foundation opening.
- **Action Item:** D. Sharp and L. Fulton will investigate the rear entrance to determine what should be done to secure it.
- Rev. Pat Henking, vicar of Faith Episcopal Church (FEC), has advised W. Linkroum that Rita MacAuslan, FEC vestry member, will be their new designated representative in rental agreement talks. We assume she will be contacting D. Sharp in connection with any ongoing contract issues. There was no request for us to contact her first.

Wheeler Memorial Chapel Trust

MEETING MINUTES

Tuesday, January 15, 2019

Approved February 12, 2019

New Business

- W. Linkroum presented a proposed 2019 Operating Budget along with supporting documentation. Discussion followed.
- **MSP:** A motion to approve the 2019 Operating Budget as proposed.
- A discussion followed concerning the timing of the payoff of the remainder of our obligation to Custom Electric for the installation of a chapel fire alarm system due July 1, 2019. W. Linkroum presented cash flow data that suggested the March-April time frame is a good time to consider payment.
- **Action Item:** W. Linkroum will prepare 2018 contribution reports for the next meeting.

Meeting Adjourned: 8:30 pm

Meeting Notes Taken by: W. Linkroum

Respectfully submitted,



William Linkroum, Trustee

1/17/2019

Attachment – 5

- Meeting Notes – 1/15/2019 Meeting Agenda notations
- Treasurer's Report – 1/15/2019 as corrected
- Chapel Event Calendar – January, February, March 2019
- List of Items for Rental Advice to Treasurer – 1/15/2019
- 2019 Proposed Budget - adopted 1/15/2019

Abbreviations/acronyms

MSP – Moved, seconded, passed

MSNP – Moved, seconded, not passed

Wheeler Memorial Chapel Trust

MEETING MINUTES

Tuesday, February 12, 2019

Approved March 12, 2019

LOCATION: Wheeler Memorial Chapel, 590 Daniel Webster Hwy., Merrimack, NH 03054

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

Meeting Began: 7:20 pm

A Quorum Is Present

Chairperson: L. Fulton

Focus Topic: Tables & chairs purchase from FEC

Next Meeting: Wheeler Chapel, Tuesday, March 12, 2019 at 7:00 pm

- Chairperson: W. Linkroum
- Focus Topic: Tables & chairs purchase from FEC

Minutes of Last Meeting, Tuesday, January 15, 2018

- **MSP:** A motion to approve the meeting minutes without change.

Treasurer's Report, Tuesday, February 12, 2019

- **MSP:** A motion to approve the treasurer's report without change.
- W. Linkroum delivered donor statements to trustees.
- **Action Item:** W. Linkroum will send financial data to D. Sharp for inclusion in annual reports.
- W. Linkroum presented figures showing various scenarios in the event of a payoff of the Trust's obligation to Custom Electric and a possible purchase of tables and chairs from FEC. FEC is to meet soon to decide if it wants to sell the chairs and tables.

Chapel Event Calendar for February, March, April

- D. Sharp reviewed upcoming rentals. Correction made to reflect the correct date for the Jocelyn Torres Party as Saturday, February 23.
- **Action Item:** D. Sharp will update kitchen copy of Chapel Event Calendar.

Old Business:

- Reviewed incomplete Action Items.
- **Action Item:** (continued) D. Sharp will work with Debby Granberg to post interior photos of chapel on our web site.
- **Action Item:** D. Sharp will review website verbiage on alcohol use to clarify to potential renter that alcohol use is prohibited on the premises.
- D. Sharp reported no activity on our GO FUND ME account.
- **Action Item:** W. Linkroum will continue to pursue NHCF grants. No requests are currently active.
- **Action Item:** D. Sharp to fortify rear foundation door against entrance by animals seeking shelter under the building.

Wheeler Memorial Chapel Trust

MEETING MINUTES

Tuesday, February 12, 2019

Approved March 12, 2019

New Business

- **Action Item:** L. Fulton to schedule annual safety inspection with Merrimack Fire Rescue.
- **Action Item:** W. Linkroum to schedule required fire extinguisher inspection with Tri-State.
- **Action Item:** W. Linkroum to schedule fire alarm inspection with Custom Electric.

Meeting Adjourned: 8:05 pm

Meeting Notes Taken by: W. Linkroum

Respectfully submitted,



William Linkroum, Trustee
3/12/2019

Attachments – 2

- Meeting Notes – 2/12/2019 Meeting Agenda notations (includes Treasurer’s Report – 2/12/2019)
- Chapel Event Calendar – February, March, April 2019

Abbreviations/acronyms

- MSP** – Moved, seconded, passed
- MSNP** – Moved, seconded, not passed

Wheeler Memorial Chapel Trust

MEETING MINUTES

Tuesday, March 12, 2019

Approved April 9, 2019

LOCATION: Wheeler Memorial Chapel, 590 Daniel Webster Hwy., Merrimack, NH 03054.

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

Meeting Began: 7:10 pm

A Quorum Is Present

Chairperson: W. Linkroum

Focus Topic: Tables & chairs purchase from FEC

Next Meeting: Wheeler Chapel, Tuesday, April 9, 2019 at 7:00 pm

- Chairperson: D. Sharp
- Focus Topic: Discussion with FEC on lease and chairs purchase

Minutes of Last Meeting, Tuesday, February 12, 2019

- **MSP:** A motion to approve the meeting minutes without change.

Treasurer's Report, March 12, 2019

- **MSP:** A motion to approve the treasurer's report without change.
- **Action Item:** Jan & Feb bank account statements were reviewed and signed.
- Custom Electric alarm install bill has been paid in full.

Chapel Event Calendar for March, April, May

- D. Sharp reviewed recent and upcoming rentals.
- **Action Item:** D. Sharp will communicate with Vicar Pat Henking and Rev. Alfred Brew about possible time conflict during FEC yard sale, March 30th.
- **Action Item:** D. Sharp will update kitchen copy of Chapel Event Calendar.

Old Business:

- Reviewed incomplete Action Items.
- **Action Item:** D. Sharp will work with Debby Granberg to post interior photos of chapel on our web site.
- **Action Item:** D. Sharp will review website verbiage on alcohol use to clarify to potential renter that alcohol use is prohibited on the premises.
- D. Sharp reported no activity on our GO FUND ME account.
- **Action Item:** W. Linkroum will continue to pursue NHCF grants. No requests are currently active.
- **Action Item:** D. Sharp to fortify rear foundation door against entrance by animals seeking shelter under the building after snow melts.
- **Action Item:** D. Sharp has sent required financial status report to Town of Merrimack.

New Business

- **Action Item:** W. Linkroum had required fire extinguisher inspection completed February 26.

Wheeler Memorial Chapel Trust

MEETING MINUTES

Tuesday, March 12, 2019

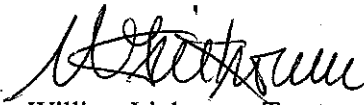
Approved April 9, 2019

- **Action Item:** W. Linkroum was present for successful annual fire safety inspection March 6, received a renewed permit for the chapel March 8, and mounted it in the entry way.
- **Action Item:** W. Linkroum to schedule fire alarm inspection with Custom Electric.
- **Action Item:** D. Sharp to meet with FEC representative, Rita MacAuslan, to discuss a new lease and the sale of chairs to the Trust.

Meeting Adjourned: 8:05 pm

Meeting Notes Taken by: L. Fulton

Respectfully submitted,



William Linkroum, Trustee
4/6/2019

Attachments – 2

Meeting Notes – 3/12/2019 Meeting Agenda notations (includes Treasurer's Report – 3/12/2019)
Chapel Event Calendar – March, April, May 2019

Abbreviations/acronyms

MSP – Moved, seconded, passed

MSNP – Moved, seconded, not passed

Wheeler Memorial Chapel Trust

MEETING MINUTES

Tuesday, April 9, 2019

Approval May 21, 2019

LOCATION: Wheeler Memorial Chapel, 590 Daniel Webster Hwy., Merrimack, NH 03054

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

Meeting Began: 7:05 pm

A Quorum Is Present

Chairperson: D. Sharp

Focus Topic: Meeting with FEC about lease and chairs purchase

D. Sharp reviewed recent meeting with FEC representative, Rita MacAuslan. Discussions have been substantive and cordial. Agreed that while lease discussions are underway FEC will be renting month to month with rent set at \$365 per month. No date set for next meeting between David and Rita. FEC has a copy of our proposal and we are awaiting a definitive counter proposal. Chairs purchase not discussed.

Next Trustee Meeting: Wheeler Chapel, Tuesday, May 21, 2019 at 7:00 pm

- Chairperson: L. Fulton
- Focus Topic: Discussion with FEC on lease and chairs purchase

Minutes of Last Trustee Meeting, Tuesday, March 12, 2019

- **MSP:** A motion to approve the meeting minutes without change.

Treasurer's Report, April 9, 2019

- **MSP:** A motion to approve the treasurer's report without change.
- **Action Item:** March bank account statement was reviewed and signed.
- Custom Electric alarm install bill has been paid in full.

Chapel Event Calendar for April, May, June 2019

- Easter dates for FEC discussed. Potential conflicts identified. No action needed.
- Next FEC yard sale, Friday & Saturday, May 24-25.
- D. Sharp reported no scheduled occasional rentals through end of June.
- **Action Item:** D. Sharp will update kitchen copy of Chapel Event Calendar.

Old Business:

- Reviewed incomplete Action Items.
- **Action Item:** W. Linkroum will seek help from another volunteer web site designer to address previously identified issues with our site: picture of church too large on all pages, interior chapel photos needed, downloadable copy of rental agreement including insurance and alcohol policies statements.
- D. Sharp reported no activity on our GO FUND ME account.
- **Action Item:** W. Linkroum will continue to pursue NHCF grants. No requests are currently active.
- **Action Item:** D. Sharp to fortify rear foundation door against entrance by animals seeking shelter under the building after snow melts.
- W. Linkroum reported Custom Electric completed annual fire alarm maintenance March 25.

Wheeler Memorial Chapel Trust

MEETING MINUTES

Tuesday, April 9, 2019

Approval May 21, 2019

- W. Linkroum reported receipt of Town of Merrimack tax exempt status letter for 2019.

New Business

- **Action Item:** W. Linkroum presented a list of paint repairs he would like to complete now that the weather is warming. D. Sharp offered to pay for the paint.
- **Action Item:** W. Linkroum has offered to re-letter the "Chapel for Rent" sign, fasten loose attic flooring, re-rope attic window weights, and wash algae from vinyl fencing.
- W. Linkroum and D. Sharp discussed coordination of information received from occasional renters including rental agreements and payments.
- A discussion about not allowing a regular tenant to store medicine in the rest room during periods when the tenant is not scheduled to be on the premises.

Meeting Adjourned: 7:55 pm

Meeting Notes Taken by: W. Linkroum

Respectfully submitted,



William Linkroum, Trustee

5/21/2019

Attachments – 2

- Meeting Notes – 4/09/2019 Meeting Agenda notations (includes 4/09/2019 Treasurer's Report)
- Chapel Event Calendar – April, May, June 2019

Abbreviations/acronyms

- MSP** – Moved, seconded, passed
- MSNP** – Moved, seconded, not passed

Wheeler Memorial Chapel Trust

MEETING MINUTES

Tuesday, May 21, 2019

Approved June 11, 2019

LOCATION: Wheeler Memorial Chapel, 590 Daniel Webster Hwy., Merrimack, NH 03054

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

Meeting Began: 7:05 pm

A Quorum Is Present

Chairperson: L. Fulton

Next Trustee Meeting: Wheeler Chapel, Tuesday, June 11, 2019 at 7:00 pm

- Chairperson: W. Linkroum
- Focus Topic: Grant request review

Focus Topic: FEC lease and chairs purchase

D. Sharp has not met recently with FEC representative, Rita MacAuslan. D. Sharp will contact Rita for a new date to discuss matters. FEC has a copy of our latest proposal and we are awaiting a definitive counter proposal. Chairs purchase was not discussed at their last meeting.

Minutes of Last Trustee Meeting, Tuesday, April 9, 2019

- **MSP:** A motion to approve the meeting minutes with two spelling corrections.

Treasurer's Report, May 21, 2019

- **MSP:** A motion to approve the treasurer's report without change.
- **Action Item:** April bank account statement was reviewed and signed by L. Fulton.

Chapel Event Calendar for May, June, July 2019

- **Action Item:** D. Sharp to follow up on SpenceB rental scheduled for 2:30pm, 2.5 hours, Sat., June 8 and the Heather Belanger rental, details missing.
- Next FEC yard sale, Friday & Saturday, July 8 - 9.
- **Action Item:** D. Sharp will update kitchen copy of Chapel Event Calendar.

Old Business:

- Reviewed incomplete Action Items.
- **Action Item:** W. Linkroum announced he will work with daughter-in-law Sophie Linkroum to update our web site at no cost to the trust.
- **Action Item:** W. Linkroum will prepare a review of our recent grant solicitations for discussion at our next meeting.
- **Action Item:** D. Sharp completed work to fortify rear foundation door against entrance by animals seeking shelter under the building.
- W. Linkroum will continue to pursue various maintenance projects this summer.

New Business

- **MSP:** A motion to have no Trustee Meeting in the month of August 2019.

Wheeler Memorial Chapel Trust

MEETING MINUTES

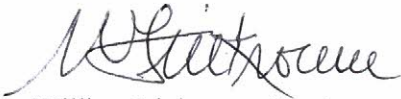
Tuesday, May 21, 2019

Approved June 11, 2019

Meeting Adjourned: 7:55 pm

Meeting Notes Taken by: D. Sharp

Respectfully submitted,



William Linkroum, Trustee
6/4/2019

Attachments – 2

Meeting Notes – 5/21/2019 Meeting Agenda notations (includes 5/21/2019 Treasurer's Report)
Chapel Event Calendar – May, June, July 2019

Abbreviations/acronyms

MSP – Moved, seconded, passed

MSNP – Moved, seconded, not passed

Wheeler Memorial Chapel Trust

MEETING MINUTES

Tuesday, June 11, 2019

Approved September 16, 2019

LOCATION: Wheeler Memorial Chapel, 590 Daniel Webster Hwy., Merrimack, NH 03054

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

Meeting Began: 7:10 pm

A Quorum Is Present

Chairperson: W. Linkroum

Next Trustee Meeting: Wheeler Chapel, Tuesday, September 10, 2019 at 7:00 pm

- Chairperson: D. Sharp
- Focus Topic: Grant writing

Today's Focus Topic: Grant Requests (under New Business)

Minutes of Last Trustee Meeting, Tuesday, May 21, 2019

- **MSP:** A motion to approve the meeting minutes without corrections.

Treasurer's Report, June 10, 2019

- **MSP:** A motion to approve the treasurer's report without change.
- **Action Item:** May bank account statement was reviewed and signed by D. Sharp.

Chapel Event Calendar for June, July, August 2019

- D. Sharp reported the Betty Spence rental went well. She reported ants in kitchen.
- **Action Item:** D. Sharp to spray ant insecticide this week.
- D. Sharp reported Heather Belanger rental did not take place.
- **Action Item:** D. Sharp will check with QFC on date of next all-night vigil.
- **Action Item:** D. Sharp will update kitchen copy of Chapel Event Calendar.

Old Business:

- Reviewed incomplete Action Items.
- **Action Item:** D. Sharp will contact Rita MacAuslan to schedule lease talks.
- **Action Item:** W. Linkroum will find out who owns tool shed located on chapel grounds, WMCT or FEC.
- **Action Item:** W. Linkroum will clean inside of shed and confer with FEC about content ownership.
- W. Linkroum stabilized the front gate with wire brace and secured hoses to water lawn.
- W. Linkroum reports no progress on updates to our web site.
- W. Linkroum will continue to pursue a list of maintenance projects this summer.

New Business

- Discussion about updating lawn equipment.
- Discussion about NH Charitable Foundation issues.
- Grant requests will become focus topic for next meeting.

Wheeler Memorial Chapel Trust
MEETING MINUTES
Tuesday, June 11, 2019
Approved September 16, 2019

Meeting Adjourned: 7:45 pm

Meeting Notes Taken by: L. Fulton

Respectfully submitted,



William Linkroum, Trustee
9/14/2019

Attachments – 2

Meeting Notes – 6/11/2019 Meeting Agenda & notations (includes 6/10/2019 Treasurer's Report)
Chapel Event Calendar – June, July, August 2019

Abbreviations/acronyms

MSP – Moved, seconded, passed

MSNP – Moved, seconded, not passed

Wheeler Memorial Chapel Trust
MEETING MINUTES
Monday, September 16, 2019
Approved Monday, October 21, 2019

LOCATION: Wheeler Memorial Chapel, 590 Daniel Webster Hwy., Merrimack, NH 03054

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

Meeting Began: 7:05 pm

A Quorum Is Present

Chairperson: W. Linkroum

Next Trustee Meeting: Wheeler Chapel, Monday, October 14, 2019 at 7:00 pm

- Chairperson: L. Fulton
- Focus Topic: Grant writing

Today's Focus Topic: Negotiations with FEC (under Old Business); Grant Requests rescheduled for next month.

Minutes of Last Trustee Meeting, Tuesday, June 11, 2019

- **MSP:** A motion to approve the meeting minutes as presented.

Treasurer's Report, September 16, 2019

- W. Linkroum reported that during annual furnace inspection the inducer motor unexpectedly failed and had to be replaced at a cost of \$513.78.
- **MSP:** A motion to approve the treasurer's report as presented.
- **Action Item:** June, July, August bank statements were reviewed and signed by D. Sharp.
- **Action Item:** D. Sharp will donate at the next meeting \$260 to increase actual August net income to equal budgeted August net income.

Chapel Event Calendar for September, October, November 2019

- Reviewed upcoming calendar events.
- No occasional rentals scheduled to date.
- **MSP:** A motion to change the monthly meeting to 2nd Monday of each month.
- **Action Item:** D. Sharp will ask QFC (Alfred) if they plan an all-night vigil this year.
- **Action Item:** D. Sharp will update kitchen copy of Chapel Event Calendar.

Old Business:

- Reviewed incomplete Action Items.
- W. Linkroum reported he contacted former trustee, Patricia Mellor, to find out who owns tool shed located on chapel grounds, WMCT or FEC. No response yet.
- Complaints from FEC about cleanliness of chapel were discussed as part of ongoing rental agreement talks.
- D. Sharp reported receiving an email from FEC contact person, Rita MacAuslan, requesting a meeting with FEC Bishop's Committee. He has replied to her request.
- **Action Item:** D. Sharp to submit a formal request to FEC for a contact person to replace Rita MacAuslan in rental agreement discussions citing the possibility that a different representative might help more easily settle differences between FEC and WMCT.

Wheeler Memorial Chapel Trust
MEETING MINUTES
Monday, September 16, 2019
Approved Monday, October 21, 2019

- W. Linkroum reported on contents of tool shed and improvements to chapel grounds stating that most of the tools in the shed belong to Faith Church. Some duplicate tools have been removed and sold by FEC at their yard sale. He maintains a list of which tools belong to FEC and which belong to the Trust.
- W. Linkroum announced a list of minor improvements he has made to building and grounds since the last meeting and reviewed a list of maintenance projects he continues to pursue this summer.
- W. Linkroum reported that notes on cleaning expectations by the trust are posted in the kitchen and labels have been applied to locations where cleaning tools and supplies can be found.
- W. Linkroum reports no progress on updates to our web site.

New Business

- **MSP:** A motion to approve a maintenance reserve fund of \$500 restricted to unexpected maintenance expense that exceeds actual or projected budgeted maintenance expense in any year. Funding will be drawn from monthly maintenance budget excess over actual expense not to exceed \$30 per month until full funding is reached.
- **MSP:** A motion to confirm that it is appropriate for trustees to remove property belonging to tenants left in sight following their use of the premises which might prevent other tenants from safely or comfortably enjoying use of the premise.
- **MSP:** A motion to approve issuance of a donation receipt to any donor who upon request provides an approved donation in cash or kind when total value of the donation is equal to or exceeds \$10. If a donor does not wish to receive a receipt for an accepted donation, the donor will be listed as anonymous.
- W. Linkroum requested and received from D. Sharp a copy of the latest web site hosting bill from Host Monster in the amount of \$87.99.
- **Action Item:** D. Sharp and W. Linkroum will meet 10am, Friday, Sept. 20, to review grant requests process which will be the focus topic of the next trustee meeting.

Meeting Adjourned: 9:30 pm

Meeting Notes Taken by: L. Fulton

Respectfully submitted,



William Linkroum, Trustee

10/21/2019

Attachments – 2

Meeting Notes – 9/16/2019 Meeting Agenda & notations (includes 9/16/2019 Treasurer's Report)
Chapel Event Calendar – September, October, November 2019

Abbreviations/acronyms

FEC – Faith Episcopal Church
MSP – Moved, seconded, passed
MSNP – Moved, seconded, not passed
QFC – Qodesh Family Church
WMCT – Wheeler Memorial Chapel Trust

Wheeler Memorial Chapel Trust

MEETING MINUTES

Monday, October 21, 2019

Approved December 12, 2019

LOCATION: Wheeler Memorial Chapel, 590 Daniel Webster Hwy., Merrimack, NH 03054

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

Meeting Began: 7:00 pm

A Quorum Is Present

Chairperson: D. Sharp

Next Trustee Meeting: Wheeler Chapel, Monday, December 9, 2019 at 7:00 pm

- Chairperson: W. Linkroum
- Focus Topic: Grant writing

Today's Focus Topic: Grant writing – (see New Business)

Minutes of Last Trustee Meeting, Monday, September 16, 2019

- **MSP:** A motion to approve the meeting minutes as presented.
- **Action Item:** D. Sharp will report the amounts and frequency of payments due to maintain our website.

Treasurer's Report, October 21, 2019

- **MSP:** A motion to approve the treasurer's report as presented.
- **Action Item:** September and October bank statements were reviewed and signed by D. Sharp.
- W. Linkroum presented a 2020 Proposed Budget.
- **MSP:** A motion to approve the 2020 Proposed Budget as presented except that the amount for snow plowing should be increased by \$100.

Chapel Event Calendar for October thru December 2019

- Reviewed upcoming calendar events.
- No occasional rentals scheduled to date.
- **MSP:** A motion to approve no November 2019 trustee meeting.
- **Action Item:** W. Linkroum to find out the date for FEC's annual Russian Concert
- **Action Item:** W. Linkroum will bring kitchen copy of Chapel Event Calendar up to date.

Old Business:

- Reviewed incomplete Action Items.
- W. Linkroum reported he is still attempting to learn the true ownership of the tool shed located on chapel grounds, WMCT or FEC.
- D. Sharp reported no contact with FEC on resuming lease agreement talks with FEC.
- W. Linkroum reported on building and grounds improvements.
- **Action Item:** L. Fulton will redo the sign above chapel main door this spring.
- **Action Item:** D. Sharp will spray for ants in the kitchen.
- W. Linkroum reports no progress on updates to our web site with Sophie Linkroum.
- W. Linkroum reported he has updated our profile on NH Charitable Foundation's grant request website and our status is now listed as *Active* which makes us eligible for grants when they become available.

Wheeler Memorial Chapel Trust

MEETING MINUTES

Monday, October 21, 2019

Approved December 12, 2019

New Business

- **Action Item:** D. Sharp and W. Linkroum to meet Friday, Oct. 25 at 2 pm to conduct research on whether to go big or small with our grant request(s) for the maintenance and restoration of the chapel.

Meeting Adjourned: 8:10 pm

Meeting Notes Taken by: L. Fulton

Respectfully submitted,



William Linkroum, Trustee

10/24/2019

Attachments – 3

- Meeting Notes – 10/21/2019 Meeting Agenda (includes 10/21/2019 Treasurer's Report)
- Chapel Event Calendar – October, November, December 2019
- 2020 Approved Operating Budget – 10/21/2019

Abbreviations/acronyms

- FEC – Faith Episcopal Church
- MSP – Moved, seconded, passed
- MSNP – Moved, seconded, not passed
- QFC – Qodesh Family Church
- WMCT – Wheeler Memorial Chapel Trust

Wheeler Memorial Chapel Trust

MEETING MINUTES

Monday, December 16, 2019

Approved January 14, 2020

LOCATION: Wheeler Memorial Chapel, 590 Daniel Webster Hwy., Merrimack, NH 03054

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

Meeting Began: 7:10 pm

A Quorum Is Present

Chairperson: W. Linkroum

Next Trustee Meeting: Wheeler Chapel, Monday, January 13, 2020 at 7:00 pm

- Chairperson: D. Sharp
- Focus Topic: Grants

Today's Focus Topic: Grants requests – (see Old Business)

Minutes of Last Trustee Meeting, Monday, October 21, 2019

- **MSP:** A motion to approve the meeting minutes as presented.

Treasurer's Report, Sunday, December 15, 2019

- **MSP:** A motion to approve the treasurer's report as presented.
- **Action Item:** November bank statement was reviewed and signed by D. Sharp.
- W. Linkroum presented the revised 2020 Budget amended at the last meeting.

Chapel Event Calendar for October thru December 2019

- Reviewed upcoming calendar events.
- **Action Item:** D. Sharp will check on the proposed Harkness rental for December 21.

Old Business:

- Reviewed incomplete Action Items.
- W. Linkroum reported the consensus of multiple parties is that the shed located on our grounds belongs to WMCT not Faith Episcopal Church.
- **MSP:** A motion to approve recognition of the shed as property belonging to WMCT.
- **Action Item:** W. Linkroum reported that the chapel sign above the front door has been removed and will be replaced in the spring.
- W. Linkroum reported that no new grants useful to WMCT have been posted on the NHCF website.

New Business

- **Action Item:** D. Sharp will call high school about community volunteers to do work for or on behalf of WMCT.

Meeting Adjourned: 7:40 pm

Wheeler Memorial Chapel Trust
MEETING MINUTES
Monday, December 16, 2019
Approved January 14, 2020

Meeting Notes Taken by: D. Sharp

Respectfully submitted,



William Linkroum, Trustee
01/14/2020

Attachments – 2

Meeting Notes – 12/16/2019 Meeting Agenda (includes 12/15/2019 Treasurer's Report)
Chapel Event Calendar – December 2019, January 2020, February 2020

Abbreviations/acronyms

FEC – Faith Episcopal Church
MSP – Moved, seconded, passed
MSNP – Moved, seconded, not passed
QFC – Qodesh Family Church
WMCT – Wheeler Memorial Chapel Trust