

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Tuesday, January 14, 2020

Approved February 10, 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: 7:05 pm**

**A Quorum Is Present**

**Chairperson: D. Sharp**

**Next Trustee Meeting:** Wheeler Chapel, Tuesday, February 10, 2020 at 7:00 pm

- Chairperson: W. Linkroum
- Focus Topic: Grants

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

**Minutes of Last Trustee Meeting, Monday, December 16, 2019**

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

**Treasurer's Report, Sunday, January 14, 2020**

- **MSP:** A motion to approve the treasurer's report as presented.
- **Action Item:** December bank statement was reviewed and signed by D. Sharp.
- **Action Item:** D. Sharp to report back on actual costs of maintaining an internet domain with our current web hosting service.
- **Action Item:** W. Linkroum will prepare donation statements for the next meeting.
- **Action Item:** W. Linkroum will prepare end-of-year financials for D. Sharp to file with the Town of Merrimack.

**Chapel Event Calendar for December 2019 thru February 2020**

- Reviewed upcoming calendar events and posted current Jan-Mar calendars.

**Old Business:**

- W. Linkroum reported that no new grants useful to WMCT have been posted on the NHCF website.

**New Business**

- **Action Item:** W. Linkroum will schedule a fire extinguisher inspection.
- **Action Item:** D. Sharp will file end-of-year reports with the Town of Merrimack.
- **Action Item:** L. Fulton will schedule a safety inspection with Merrimack Fire Rescue.

**Meeting Adjourned: 7:50 pm**

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Tuesday, January 14, 2020

Approved February 10, 2020

**Meeting Notes Taken by: W. Linkroum**

Respectfully submitted,



William Linkroum, Trustee  
02/10/2020

Attachments – 2

Meeting Notes – 1/14/2020 Meeting Agenda (includes 1/14/2020 Treasurer's Report)  
Chapel Event Calendar – January, February, March 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

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Monday, February 10, 2020

Approval March 9, 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:** 7:19 pm

**A Quorum Is Present**

**Chairperson:** W. Linkroum

**Next Trustee Meeting:** Wheeler Chapel, Tuesday, March 9, 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, Tuesday, January 14, 2020**

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

**Treasurer's Report, Saturday, February 8, 2020**

- **MSP:** A motion to approve the treasurer's report with the correction that D. Sharp has requested that his \$200 annual contribution this calendar year be counted as part of his donation of a 3-year web hosting service contract valued at \$391.05.
- **Action Item:** January bank statement was reviewed and signed by L. Fulton.
- **Action Item:** W. Linkroum delivered donation statements to D. Sharp and L. Fulton.

**Chapel Event Calendar** (since last meeting and future)

- Reviewed upcoming calendar events and posted February-April event calendars.
- W. Linkroum reported that a fire extinguisher inspection took place February 3<sup>rd</sup> and a fire alarm inspection is scheduled for February 19.
- **Action Item:** L. Fulton will schedule a fire safety inspection with Merrimack Fire-Rescue.

**Old Business:**

- L. Fulton reported that NHCF express grants will become available April 1<sup>st</sup> with a submission deadline of 15 May.
- Trustees discussed the numerous bogus rental requests that arrive by email through our website.
- **Action Item:** D. Sharp said he would continue to filter through the requests to insure no valid request is missed.
- **Action Item:** W. Linkroum will add a bot check to our website when our website is next refurbished.

**New Business:** (none)

**Meeting Adjourned:** 8:20pm

Wheeler Memorial Chapel Trust


**MEETING MINUTES**

Monday, February 10, 2020

Approval March 9, 2020

**Meeting Notes Taken by: L. Fulton**

Respectfully submitted,



William Linkroum, Trustee

03/9/2020

Attachments – 2

Meeting Notes – 2/10/2020 Meeting Agenda (includes 2/8/2020 Treasurer's Report)

Chapel Event Calendar – February, March, April 2020

Abbreviations/acronyms

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WMCT – Wheeler Memorial Chapel Trust

Wheeler Memorial Chapel Trust  
**MEETING MINUTES**  
Monday, March 9, 2020  
Approved Tuesday, April 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:** D. Sharp

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

- Chairperson: W. Linkroum
- Focus Topic: NHCF grant draft

**Today's Focus Topic:** Grants requests (Old Business); Coronavirus (New Business)

**Minutes of Last Trustee Meeting, Monday, February 10, 2020**

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

**Treasurer's Report, Monday, March 9, 2020**

- **MSP:** A motion to approve the treasurer's report as presented.
- **Action Item:** February bank statement was reviewed and signed by D. Sharp

**Chapel Event Calendar** (since last meeting and future)

- Reviewed upcoming calendar events on March-May event calendars
- L. Fulton scheduled a fire safety inspection with Merrimack Fire-Rescue, April 7, 11 a.m.
- W. Linkroum reported our annual fire alarm inspection by Custom Electric completed 2/19/2020.

**Old Business:**

- Trustees reviewed our profile on NHCFR website and confirmed that no new grants pertaining to our needs have yet been posted for 2020.
- A decision was made to submit an express grant when available for \$5,000; \$3,700 for windows, \$1,300 for painting.
- W. Linkroum reported no progress on website issues.
- W. Linkroum issued material explaining purpose of D&O insurance with the result that there is no interest or perceived justification to do without it.

**New Business**

- Trustees discussed the option of closing Wheeler Chapel until COVID-19 disease is under control with the conclusion that we keep a "low key" approach to giving advice on the subject and focus on what town officials are suggesting rather than publishing our own version.
- **MSP:** A motion to keep Wheeler Chapel open and serve our customers during the current Coronavirus pandemic to the extent we are allowed by law.
- **Action Item:** D. Sharp to post on chapel bulletin board latest Town of Merrimack advisory on the pandemic as displayed on its website.
- W. Linkroum has placed Clorox wipes in chapel kitchen, sanctuary, bath, and nursery rooms.

Wheeler Memorial Chapel Trust  
**MEETING MINUTES**  
Monday, March 9, 2020  
Approved Tuesday, April 14, 2020

**Meeting Adjourned: 8:00 pm**

**Meeting Notes Taken by: W. Linkroum**

Respectfully submitted,



William Linkroum, Trustee  
04/14/2020

Attachments – 2

Meeting Notes – 3/9/2020 Meeting Agenda (includes 3/9/2020 Treasurer's Report)  
Chapel Event Calendar – March 2020, April 2020, May 2020

Abbreviations/acronyms

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Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Tuesday, April 14, 2020

Approved Friday, July 3, 2020

LOCATION: Online ZOOM conference

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

**Meeting Began:** 4:11 pm

**A Quorum Is Present**

**Chairperson:** W. Linkroum

**Next Trustee Meeting:** Online ZOOM conference, 4:30 pm, Tuesday, May 12, 2020

- Chairperson: D. Sharp
- Focus Topic: Grants

**Today's Focus Topic:** Coronavirus, chapel closing – (see Old Business)

**Minutes of Last Trustee Meeting, Monday, March 9, 2020**

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

**Treasurer's Report, Tuesday, April 14, 2020**

- **MSP:** A motion to approve the treasurer's report as presented.
- **MSP:** A motion to approve W. Linkroum lending the trust \$1,200 to ensure that during the coronavirus pandemic operating account cash will not go below \$1,000.

**Chapel Event Calendar for April thru June 2020**

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

**Old Business:**

- Reviewed incomplete Action Items.
- **MSP:** A motion to re-affirm what the trustees had previously discussed by phone that due to the presence of COVID-19 and effective March 22, 2020, Wheeler Chapel will be closed until further notice to all tenants and persons in groups of two or more. (See attached copy of public notice.)
- All scheduled chapel events have been cancelled through June 2020.
- **Action Item:** Annual fire inspection completed Tuesday, April 7, 2020 and new permit of occupancy issued and posted on entrance wall.
- **Action Item:** W. Linkroum applied for a NHCF Community Express grant on April 13, 2020. Its focus is on chapel window repair and exterior painting.

**New Business**

- **Action Item:** W. Linkroum applied for a COVID-19 Economic Injury Disaster Loan (EIDL) under the CARES Act on April 1, 2020. Our application number is #3301290012.

**Meeting Adjourned:** 4:45 pm

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Tuesday, April 14, 2020

Approved Friday, July 3, 2020

**Meeting Notes Taken by:** D. Sharp

Respectfully submitted,



William Linkroum, Trustee

7/03/2020

**Attachments – 3**

Meeting Notes – 4/14/2020 Meeting Agenda (includes 4/14/2020 Treasurer's Report)

Chapel Event Calendar – April 2020, May 2020, June 2020

Closure Notice – March 22, 2020

**Abbreviations/acronyms**

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Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Friday, July 3, 2020

Approved August 24, 2020

LOCATION: Wheeler Chapel

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

**Meeting Began:** 10:15 AM

**A Quorum Is Present**

**Chairperson:** D. Sharp

**Next Trustee Meeting:** Wheeler Chapel, 7 PM, Monday, August 24, 2020

- Chairperson: W. Linkroum
- Focus Topic: Coronavirus, chapel opening

**Today's Focus Topic:** Coronavirus, chapel opening – (see Old Business)

**Minutes of Last Trustee Meeting, Tuesday, April 14, 2020**

- **MSP:** A motion to approve the meeting minutes as presented. Question about D. Sharp Action Item was resolved that no occasional rental took place Dec. 21, 2019.

**Treasurer's Report, Thursday, July 2, 2020**

- **MSP:** A motion to approve the treasurer's report as presented.
- **Action Item:** D. Sharp reviewed and signed June 2020 bank statement.
- Discussed tenant return policy and how to credit rent payments received from FEC (\$1,095) and Wednesday Night Group (\$225).
- **MSP:** A motion, effective until the end of calendar year 2020, to require rent/donations only after a tenant returns to meeting in the chapel and that payments are due from the first of the month following the month of their return.
- **MSP:** A motion, effective until the end of calendar year 2020, to apply rent/donation prepayments received from FEC and Wednesday Night group to the first of the month following the month of their return to meetings in the chapel.
- **Action Item:** No decision has been made about rent/donation requirements or prepayment credits for tenants who have not returned to the chapel by the end of calendar year 2020.
- **Action Item:** Tuesday Night Group announced their return to the chapel on Tuesday, June 30.
- W. Linkroum announced that the trust has sufficient cash on hand to continue operations to the end of the calendar year without additional rent revenue, contributions, grants, or loans.

**Chapel Event Calendar for July thru September 2020**

- Reviewed upcoming calendar events.
- **Action Item:** D. Sharp will make contact with QFC to determine when they might return.
- **Action Item:** Trustees announced that they will no longer post an updated event calendar on the chapel kitchen bulletin board but will maintain an online event calendar on their website: [www.wheelerchapel.org](http://www.wheelerchapel.org).
- **Action Item:** W. Linkroum has scheduled furnace maintenance for Tuesday, July 14 between noon and 2 PM.
- **MSP:** A motion to approve replacing the UV light in the furnace

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Friday, July 3, 2020

Approved August 24, 2020

**Old Business:**

- Reviewed incomplete Action Items.
- **MSP:** A motion to re-affirm what the trustees had previously discussed by phone or in person on Tuesday, June 2, 2020, that following the Governor of New Hampshire's issuance of new guidelines for Places of Worship, the trustees will re-open Wheeler Chapel in accordance with local, state, and federal policy.
- **Action Item:** A statement of re-opening of the chapel was posted in the chapel kitchen and on the front entrance door, June 13, 2020.
- W. Linkroum announced work on upgrading our website including an online event calendar and floorplan for safe distance seating.
- W. Linkroum announced the following maintenance items were accomplished: severed sash ropes replaced in ground floor windows throughout the chapel; utility shed and vinyl fencing pressure washed; 3 front step risers repainted; garden weeded and a stationary sprinkler set in its center.
- **Action Item:** D. Sharp will find a replacement for the building sign located above the chapel front entrance.

**New Business**

- **Action Item:** Trustees practiced submitting rental applications on our website. Results to be announced at next meeting.

**Meeting Adjourned: 11:55 AM**

**Meeting Notes Taken by:** W. Linkroum

Respectfully submitted,



William Linkroum, Trustee

8/24/2020

**Attachments – 5**

Meeting Notes – July 3, 2020 Meeting Agenda (includes July 2, 2020 Treasurer's Report)

Chapel Event Calendar – July 2020, August 2020, September 2020

Open Notice "Welcome Back to Wheeler Chapel" – June 13, 2020

Cash Flow Spreadsheet – July 5, 2020

Safe Distancing Floorplan – June 26, 2020

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