

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Tuesday, January 19, 2021

Approved February 8, 2021

LOCATION: Zoom Meeting

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

**Meeting Began:** 7:03 PM

**A Quorum Is Present**

**Chairperson:** D. Sharp

**Next Trustee Meeting:** Wheeler Chapel, Monday, February 8, 2021, 7 PM

- Chairperson: W. Linkroum
- Focus Topic(s): Coronavirus, tenant status, donation statements.

**Today's Focus Topic:** Coronavirus, tenant status, budget approval.

**Minutes of Last Meeting, Monday, November 2, 2020**

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

**Treasurer's Report, Sunday, January 17, 2021**

- **MSP:** A motion to approve the treasurer's report as presented.
- **Action Item:** D. Sharp to review and sign November, December, and January bank statements.
- **Action Item:** W. Linkroum will email donation statements by the end of January.

**Chapel Event Calendar for January, February, and March 2021**

- Reviewed upcoming calendar events.
- **Action Item:** W. Linkroum will forward Town of Merrimack tax exempt letter to D. Sharp when received and include therewith 2020 financial statements.

**Old Business**

- Reviewed incomplete Action Items.
- **Action Item:** D. Sharp has confirmed with Stephen Boilard that he plans to snowplow the chapel parking lot again this winter season.
- **Action Item:** D. Sharp will follow up with QFC to determine if they plan to resume rent payments.
- **MSP:** When FEC returns to regular in-person meetings at Wheeler Chapel, the trust will continue to charge FEC rent of \$365/month consistent with actual operating expenses and their maintaining the coveted Sunday morning meeting hours.
- **Action Item:** D. Sharp will soon submit his 2021 pledge and encourage D. MacKechnie and B. Mayo to do the same.

**New Business**

- W. Linkroum presented a 2021 budget proposal based on full-year, regular-tenant participation. He expects to apply for an SBA EIDL business loan to help with any short fall of rent revenue in case some of the regular tenants do not return to Wheeler Chapel until later in the year due to the COVID-19 pandemic.
- **MSP:** The proposed 2021 Operating Budget as presented.

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

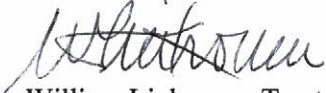
Tuesday, January 19, 2021

Approved February 8, 2021

**Meeting Adjourned:** 7:38 PM

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

Respectfully submitted,



William Linkroum, Trustee

2/8/2021

**Attachments – 6**

Meeting Agenda (includes January 17, 2021 Treasurer's Report), W. Linkroum

Meeting Agenda Support Packet, W. Linkroum

Zoom Meeting Notes – January 19, 2021, D. Sharp

2021 Approved Operating Budget, January 19, 2021

Cash Flow Spreadsheet – January 20, 2021, W. Linkroum

Chapel Event Calendars – January, February, March 2021

**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 8, 2021  
Approved March 8, 2021

LOCATION: Zoom Meeting

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

**Meeting Began:** 7:00 PM

**A Quorum Is Present**

**Chairperson:** W. Linkroum

**Next Trustee Meeting:** Wheeler Chapel, Monday, March 8, 2021, 7 PM

- Chairperson: D. Sharp
- Focus Topic(s): Coronavirus, tenant status, funding

**Today's Focus Topic:** Coronavirus, tenant status, SBA loan.

**Minutes of Last Meeting, Tuesday, January 19, 2021**

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

**Treasurer's Report, Friday, February 5, 2021**

- **MSP:** A motion to approve the treasurer's report as presented.
- **MSP:** A motion to allow W. Linkroum to lend the trust money, not to exceed \$1,000, to maintain a healthy operating account balance.
- W. Linkroum reported sending a Thank-You note to Nancy Jamrog-Couret for her \$200 donation to Wheeler Chapel in memory of Miller J. Jamrog.

**Chapel Event Calendar for February, March, and April 2021**

- Reviewed and approved upcoming calendar events.
- **Action Item:** W. Linkroum is expecting a call this month from Custom Electric to schedule a required annual fire alarm inspection.
- **Action Item:** W. Linkroum will send L. Fulton a copy of our current Permit of Assembly.

**Old Business**

- Reviewed incomplete Action Items.
- **Action Item:** D. Sharp will follow up with QFC to determine if they plan to resume rent payments.

**New Business**

- **Action Item:** D. Sharp suggested we generate a communication to our tenants informing them of our financial status and requesting a May deadline for return to the chapel and/or a resumption of rent payments.

**Meeting Adjourned:** 7:40 PM

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Monday, February 8, 2021

Approved March 8, 2021

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

Respectfully submitted,



William Linkroum, Trustee  
2/17/2021

Attachments – 4

- Meeting Agenda (includes February 8, 2021 Treasurer's Report and February 6, 2021 Cash Flow Spreadsheet, W. Linkroum
- Treasury Report Support Packet, W. Linkroum
- Zoom Meeting Notes – February 8, 2021, D. Sharp
- Chapel Event Calendars – February, March, April 2021

Abbreviations/acronyms

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Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Monday, March 8, 2021

Approved April 12, 2021

LOCATION: Zoom Meeting

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

**Meeting Began:** 7:03 PM

**A Quorum Is Present**

**Chairperson:** D. Sharp

**Next Trustee Meeting:** Wheeler Chapel, Monday, April 12, 2021, 7 PM

- Chairperson: W. Linkroum
- Focus Topic(s): Tenant status, SBA loan, grants

**Today's Focus Topic:** Coronavirus, tenant status, SBA loan.

**Minutes of Last Meeting, Monday, February 8, 2021**

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

**Treasurer's Report, Sunday, March 7, 2021**

- **MSP:** A motion to approve the treasurer's report as presented.
- **Action Item:** D. Sharp signed February bank statement.
- **Action Item:** W. Linkroum issued revised 2020 donation statements to trustees.
- W. Linkroum announced we have not yet begun SBA loan payments to conserve cash.
- **Action Item:** W. Linkroum announced that FEC has begun making rent payment as of 1Jan2021 but have no date for a return to in-person worship.
- W. Linkroum discussed cash flow for 2021 indicating that with FEC's return to rent payment, we should have sufficient cash to the end of the calendar year assuming QFC begins rent payments in July.

**Chapel Event Calendar for March, April, and May 2021**

- Reviewed and approved upcoming calendar events.
- **Action Item:** W. Linkroum announced Custom Electric conducted a fire alarm inspection on Feb. 17 and replaced kitchen ceiling lighting on March 8. No bill received yet.

**Old Business**

- Reviewed incomplete Action Items.
- **Action Item:** D. Sharp will follow up with QFC to determine if they plan to resume rent payments.
- W. Linkroum announced that to date, no QFC payments have been received since March 2020.
- W. Linkroum announced he will be fully vaccinated with Moderna vaccine by March 26.
- **Action Item:** W. Linkroum announced that building use continues with FEC once-a-week video sessions and Tuesday and Wednesday night groups holding regular meetings.

**New Business**

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Monday, March 8, 2021

Approved April 12, 2021

- **Action Item:** D. Sharp submitted 2020 Forms to substantiate our Town of Merrimack property tax-free status.
- **Action Item:** D. Sharp to send treasurer copies of 2020 Forms BTLA A-9, BTLA A-12, and 2020 Form 990-N.
- **Action Item:** W. Linkroum will find out when Thursday night group plans to return to the chapel so that if they are not returning, their Thursday date will become available..

**Meeting Adjourned:** 7:40 PM

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

Respectfully submitted,



William Linkroum, Trustee  
4/12/2021

Attachments – 4

- Meeting Agenda (includes March 7, 2021 Treasurer's Report and February-March 2021 Cash Flow Spreadsheets, W. Linkroum
- Treasury Report Support Packet, W. Linkroum
- Zoom Meeting Notes – March 8, 2021, D. Sharp
- Chapel Event Calendars – March, April, May 2021

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Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Monday, April 12, 2021

Approved May 10, 2021

LOCATION: Zoom Meeting

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

**Meeting Began:** 7:01 PM

**A Quorum Is Present**

**Chairperson:** W. Linkroum

**Next Trustee Meeting:** Wheeler Chapel, Monday, May 10, 2021, 7 PM

- Chairperson: D. Sharp
- Focus Topic(s): Tenant status

**Today's Focus Topic:** Coronavirus, tenant status, SBA loan.

**Minutes of Last Meeting, Monday, March 8, 2021**

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

**Treasurer's Report, Monday, April 12, 2021**

- **MSP:** A motion to approve the treasurer's report as presented.
- Submission of a second SBA loan request was discussed but not approved.
- **Action Item:** D. Sharp signed March bank statement.
- W. Linkroum announced we have not yet begun SBA loan payments to conserve cash.
- W. Linkroum announced the receipt of an anonymous, unrestricted gift of \$1,000 received April 3, 2021.
- W. Linkroum reviewed cash flow for 2021 and predicts having sufficient cash to meet obligations to the end of the calendar year.
- W. Linkroum announced that our SBA loan payments do not have to begin until June 2022.

**Chapel Event Calendar for April, May, June 2021**

- Reviewed and approved upcoming calendar events.
- **Action Item:** L. Fulton announced a Permit-to-Occupy inspection by Merrimack Fire and Rescue to be conducted on Tuesday, April 27 at 1 pm. She will attend.

**Old Business**

- Reviewed incomplete Action Items.
- Trustee COVID-19 vaccination status discussed.
- **Action Item:** D. Sharp to send copy of 2020 Form 990-N to treasurer.
- **Action Item:** W. Linkroum will continue to attempt contact with Thursday Night Group to learn of their plans for return to WC.
- W. Linkroum announced that QFC has returned to building use and that all former tenants are now using the chapel except Thursday Night Group.
- **Action Item:** W. Linkroum will draft a policy for the determination of rent based on actual operating expense and address how a tenant may be able to lower their rent and still use the chapel.

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Monday, April 12, 2021

Approved May 10, 2021

**New Business**

- **Action Item:** W. Linkroum announced that DOJ Charitable Unit Annual Report (2020 Form NHCT-12) is now filed online and is due by May 15, 2021.
- W. Linkroum suggested the need to learn how a trust, like ours, is legally terminated if it were to become financially non-viable. He suggested we have a plan on record which would detail the procedures for closure to include the appropriate point in diminishing resources when implementation of the closure plan should begin.
- D. Sharp announced that the back attic window has been fastened shut permanently.

**Meeting Adjourned: 7:40 PM**

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

Respectfully submitted,



William Linkroum, Trustee  
5/10/2021

**Attachments – 4**

Meeting Agenda (includes April 12, 2021 Treasurer's Report and three April 2021 Cash Flow Spreadsheet scenarios), W. Linkroum  
Zoom Meeting Notes, April 12, 2021, D. Sharp  
Treasury Report Support Packet, W. Linkroum  
Chapel Event Calendars – April, May, June 2021

**Abbreviations/acronyms**

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Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Monday, May 10, 2021

Approved June 21, 2021

LOCATION: Zoom Meeting

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

**Meeting Began: 7:00 PM**

**A Quorum Was Present**

**Chairperson: D. Sharp**

**Next Trustee Meeting:** Wheeler Chapel, Monday, June 14, 2021, 7 PM

- Chairperson: W. Linkroum
- Focus Topic(s): Tenant status, lighting repair, fire safety inspection

**Today's Focus Topic:** Coronavirus, tenant status

**Minutes of Last Meeting, Monday, April 12, 2021**

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

**Treasurer's Report, Monday, May 10, 2021**

- **MSP:** A motion to approve the treasurer's report as presented.

**Chapel Event Calendar for May, June, July 2021**

- Reviewed and approved upcoming calendar events.
- April 27 building fire and safety inspection failed when emergency lighting test failed.
- May 10, W. Linkroum placed "Hall Available" sign on front lawn and tested sales phone no.
- May 10, Custom Electric repaired emergency lighting.
- **Action Item:** W. Linkroum will test emergency lighting and report findings to L. Fulton.
- **Action Item:** L. Fulton will schedule re-inspection of emergency lighting.
- May 10, Custom Electric installed an exterior electrical outlet on north side of building to facilitate use of corded lawn care equipment without entering the building for access to electricity.
- **Action Item:** W. Linkroum has offered to pay for the cost of exterior outlet installation.
- **Action Item:** W. Linkroum announced that the back porch and railing replacement is scheduled for completion by Monday, May 24.
- **Action Item:** Annual Report to NHDOJ Charitable Trust Unit due by May 15.

**Old Business**

- Reviewed incomplete Action Items.
- Trustee COVID-19 vaccination status and timing of a return to in-chapel trustee meetings was discussed. Further discussion is planned after May 24.
- W. Linkroum announced that Thursday Night Group has no current plan to return to WC.
- W. Linkroum reported no response yet from FEC following the delivery of the Trust's positions on rent and status of tenant property left in the chapel.
- W. Linkroum drafted a policy for the determination of rent based on actual annual operating expense. This item needs to be studied further.

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Monday, May 10, 2021

Approved June 21, 2021

- No action was taken on W. Linkroum's suggestion to study how a trust, like ours, is legally terminated if it were to become financially non-viable. The plan would detail the procedures for closure to include the appropriate level of diminished resources when implementation of the closure plan should begin.

**New Business**

- W. Linkroum collected estimates of average weekly hours devoted to trust work from each trustee present for the purpose of completing Schedule B, Annual Report Form NHCT 12.
- W. Linkroum placed a check in our chapel mailbox payable to Town of Merrimack for L. Fulton to deliver to the fire and safety inspector.
- W. Linkroum suggested we seek help with Board of Trustee business by enlisting Merrimack High School students as interns who would perform useful tasks for the trust in exchange for college resume credit and business experience.
- **Action Item:** D. Sharp will contact Merrimack High School authorities about soliciting Board of Trustee help from students wishing to enter an intern program.
- **Action Item:** W. Linkroum will investigate the legal minimum age for a young person to become a trustee under New Hampshire law.

**Meeting Adjourned:** 7:40 PM

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

Respectfully submitted,



William Linkroum, Trustee

6/21/2021

**Attachments – 4**

- Meeting Agenda (includes May 10, 2021 Treasurer's Report), W. Linkroum
- Zoom Meeting Notes, May 10, 2021, D. Sharp
- Treasury Report Support Packet, W. Linkroum
- Chapel Event Calendars – May, June, July 2021

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Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Monday, June 21, 2021

Approved July 19, 2021

LOCATION: Wheeler Chapel

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

**Meeting Began:** 7:05 PM

**A Quorum Was Present**

**Chairperson:** W. Linkroum

**Next Trustee Meeting:** Wheeler Chapel, Monday, July 19, 2021, 7 PM

- Chairperson: D. Sharp

**Minutes of Last Meeting, Monday, May 10, 2021**

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

**Treasurer's Report, Monday, June 21, 2021**

- **MSP:** A motion to approve the treasurer's report as presented.
- D. Sharp signed and dated May and June bank statements.
- W. Linkroum announced we are projected to end the year with about \$600 less than we started.
- **Action Item:** W. Linkroum is tasked to ask SBA for forgiveness of our loan.
- Discussion of Custom Electric's repair bill for emergency lighting and how to proceed with next year's town safety inspection.
- W. Linkroum paid for the installation of an exterior duplex outlet on the chapel's north side.
- **Action Item:** The trust will attempt to reduce excessive electric hot water expense by manually turning ON and OFF the hot water heater circuit breaker for tenant hot water use and see how that mitigates cost as well as tenant complaints.
- Saturday, June 5, D. Sharp conducted a lemonade-stand fundraiser with neighborhood kids in front of Wheeler Chapel and raised \$60 for the general operating fund.

**Chapel Event Calendar for June, July, August 2021**

- Reviewed and approved upcoming calendar events.
- Saturday, August 21, Bridal shower, 10am to 3pm.
- Saturday, September 4, FEC Labor Day Yard Sale, 9am to 2pm.

**Old Business**

- Reviewed Action Items.
- D. Sharp contacted Merrimack School officials to see if they would recommend students who would like to become interns at the Trust. They would not make recommendations but would post our prepared notice for student applicants. We will pursue this when classes resume in the fall.
- W. Linkroum confirmed that according to New Hampshire law, in order to become a trustee, a person must be at least 18 years old.
- W. Linkroum asked if there was interest in providing financial incentives to Thursday Night Group to bring them back for regular weekly meetings. This idea was not approved.
- **Action Item:** W. Linkroum will reach out to Thursday Night Group to encourage their return.
- W. Linkroum reported still no response from FEC following the delivery of the Trust's positions on rent and status of tenant property left in the chapel.

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Monday, June 21, 2021

Approved July 19, 2021

- **Action Item:** D. Sharp will check with QFC to see what their meeting schedule is and what other needs they may have. It looks like they may have missed at least one Sunday meeting lately.
- W. Linkroum announced that Faith Church has returned to regular Sunday services at 8:30 and 10am.
- W. Linkroum announced completion of rear exit stair railings.
- W. Linkroum announced the timely filing of the Trust's annual report with NH DOJ, Charitable Trust Unit.

**New Business**

- A discussion was held on the appropriate use of a multi-vendor rental where numerous vendors sell products for profit while the Trust collects rent from the organizer.
- **MSP:** By a 2 to 1 vote, a motion to approve a multi-vendor rental sometime in the future.
- **Action Item:** D. Sharp will consider another lemonade stand fundraiser.

**Meeting Adjourned: 8:05 PM**

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

Respectfully submitted,



William Linkroum, Trustee  
7/19/2021

Attachments – 4

- Meeting Agenda (includes June 21, 2021, Treasurer's Report), W. Linkroum
- Meeting Notes, June 21, 2021, D. Sharp
- Treasury Report Support Packet, W. Linkroum
- Chapel Event Calendars – June, July, August 2021

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Wheeler Memorial Chapel Trust  
**MEETING MINUTES**  
Monday, July 19, 2021  
Approved September 14, 2021

LOCATION: Wheeler Chapel

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

**Meeting Began:** 7:07 PM

**A Quorum Was Present**

**Chairperson:** D. Sharp

**Next Trustee Meeting:** Wheeler Chapel, Monday, September 13, 2021, 7 PM

- Chairperson: W. Linkroum

**Minutes of Last Meeting, Monday, June 21, 2021**

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

**Treasurer's Report, Monday, July 19, 2021**

- **MSP:** A motion to approve the treasurer's report as presented.
- D. Sharp signed and dated July bank statement.
- W. Linkroum announced we are projected to end the year with about \$400 less cash than we started.
- W. Linkroum reported that we do not meet the requirements for SBA loan forgiveness; therefore, it is not recommended that we apply for forgiveness.
- **MSP:** A motion to begin making regular monthly SBA loan payments in the amount of \$19.

**Chapel Event Calendar for July, August, September 2021**

- Reviewed and approved upcoming calendar events.
- W. Linkroum announced a scheduled furnace inspection for Wednesday, July 21, 8am to 10am.

**Old Business**

- Reviewed Action Items.
- **Action Item:** D. Sharp will contact Merrimack High School guidance personnel to see if they would recommend students who would like to become interns at the trust. Emphasis will be not only be on what the trust's needs are, but what type of community service work the intern would like to perform in order to enhance their resume for college entrance.
- W. Linkroum announced that Thursday Night Group is still not ready to return to in-person chapel meetings.
- W. Linkroum reported still no response from our FEC contact, Rita MacAuslan, following the delivery of the trust's May3, 2021 positions on rent and status of tenant property left in the chapel.
- W. Linkroum reported that contact with Alfred Brew, leader of QFC, indicated that they have returned to regular meetings in the chapel.
- W. Linkroum announced that he has not received any tenant complaints about the lack of hot water.
- W. Linkroum announced that he has had second thoughts about the authorization last month of leasing to multi-vendors at a common event or to a tenant that allows multi-vendors at an event.
- **MSP:** A motion to rescind authorization for leasing to multi-vendor event coordinators.

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Monday, July 19, 2021

Approved September 14, 2021

**New Business**

- W. Linkroum announced preliminary results of Town of Merrimack property assessment values

**Meeting Adjourned: 7:40 PM**

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

Respectfully submitted,



William Linkroum, Trustee

9/14/2021

**Attachments – 4**

Meeting Agenda (includes July 19, 2021, Treasurer's Report), W. Linkroum

Meeting Notes, July 19, 2021, Meeting Agenda, W. Linkroum

Treasury Report Support Packet, July 19, 2021, W. Linkroum

Chapel Event Calendars – July, August, September 2021

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WC – Wheeler Chapel

WMCT – Wheeler Memorial Chapel Trust

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Tuesday, September 14, 2021

Approved October 18, 2021

LOCATION: Wheeler Chapel

MEMBERS PRESENT: William Linkroum, David Sharp, Lisa Fulton

MEMBERS ABSENT: Dawn MacKechnie, Brendan Mayo

**Meeting Began:** 7:11 PM

**A Quorum Was Present**

**Chairperson:** W. Linkroum

**Next Trustee Meeting:** Wheeler Chapel, Monday, October 18, 2021, 7 PM

- Chairperson: D. Sharp

**Minutes of Last Meeting, Monday, July 19, 2021**

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

**Treasurer's Report, Monday, September 13, 2021**

- **MSP:** A motion to approve the treasurer's report as presented.
- D. Sharp signed and dated August bank statement.
- W. Linkroum announced we are projected to end the year with about \$254 less cash than we started.
- W. Linkroum recommended we pay off all SBA loan interest, effective immediately, so that our newly authorized \$19 monthly loan payment will begin to pay off both principal and interest.
- **MSP:** A motion to make a one-time SBA loan interest payment of \$132.83.

**Chapel Event Calendar for September, October, November 2021**

- Reviewed and approved upcoming calendar events. See attached 3-month calendar.
- The next trustee meeting date was moved to Monday, October 18, 2021.
- No further summer fundraisers are planned by the trust.

**Old Business**

- Reviewed Incomplete Action Items spreadsheet.
- **Action Item:** D. Sharp will review for clarity, verbiage of our "no alcohol" policy as currently stated in our rental agreement.
- **Action Item:** D. Sharp will prepare a brochure for trustee review that solicits volunteers from Merrimack High School student body to perform volunteer work for the trust.
- **Action Item:** W. Linkroum will review our current grant status with NHCF.
- W. Linkroum states it appears QFC is not meeting regularly in WC despite their continuing to make timely rent payments.
- **Action Item:** D. Sharp will check with Alfred Brew to see what's up with QFC attendance.
- W. Linkroum reported still no response from our FEC contact, Rita MacAuslan, following the delivery of our May 3, 2021 positions on rent and status of tenant property left in the chapel.
- W. Linkroum announced that he has not received any tenant complaints about the lack of hot water which continues to be switched off at circuit breaker panel.

Wheeler Memorial Chapel Trust

**MEETING MINUTES**

Tuesday, September 14, 2021

Approved October 18, 2021

**New Business**

- W. Linkroum received trustee donations credited to D. MacKechnie and Brendan Mayo in the amount of \$20.00 each.
- **Action Item:** W. Linkroum will prepare a 2022 budget for presentation at the next meeting.

**Meeting Adjourned:** 7:41 PM

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

Respectfully submitted,



William Linkroum, Trustee  
10/18/2021

**Attachments – 4**

Meeting Agenda (includes September 13, 2021, Treasurer's Report), W. Linkroum  
Meeting Notes, September 14, 2021, D. Sharp  
Treasury Report Support Packet, W. Linkroum  
Chapel Event Calendars – September, October, November 2021

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