

**Taxpayer Advocacy Panel
Joint Committee
Meeting Minutes
September 22, 2011**

Designated Federal Official

- Shawn Collins TAP Director

Members Present

- Thomas (Tom) Walker TAP Chair
- John Kim TAP Vice Chair
- Gerald (Jerry) Stepner Chair, Area 1
- Mary Jo Werner Chair, Area 4
- Susan Lynn Chair, Area 3
- Harlan Barnett Chair, SBSE-Toll Free
- Ernest Miller Chair, Notices
- David Cain Chair, Area 2
- Donald Thomas Chair, Forms and Pubs
- Erica Webber Chair, EITC
- Anne Rasmussen Chair, Area 6
- Patricia (Patti) O'Neill Chair, Area 7

Members Absent

- Stephen Vanderver Chair, VITA
- Herb Bohrer Chair, TAC
- Susan DaCorte Chair, Communications
- Mary Jean Potenzzone Chair, SBSE-Practitioners Experience
- Ken Donnelly Chair, Area 5

Staff Present

- Steve Berkey Senior Program Analyst
- Susan Gilbert Senior Program Analyst
- Linda Rivera Senior Program Analyst
- Louis Morizio Program Manager
- Russ Pool Database Analyst
- Otis Simpson Budget Analyst
- Roy Block Program Manager
- Audrey Jenkins Program Analyst
- Marisa Knispel Program Analyst
- Lisa Gabriel Program Analyst
- Ellen Smiley Program Analyst
- Marianne Ayala Program Analyst
- Donna Powers Program Analyst
- Anita Fields Program Analyst



- Patti Robb Program Analyst
- Tim Shepard Program Analyst
- Leasia Brooks Secretary

Guests

- Eboni Moss Vice Chair, Area 3
- Jackie Rollins Vice Chair, Area 5
- Roger Lees Area 2

Members of the Public

None

Welcome/Announcements/Review Agenda

Tom Walker opened the meeting and welcomed everyone.

Roll Call

Leasia Brooks took roll call and quorum was met.

Approval August Joint Committee Meeting Minutes

Minutes were approved by consensus.

Review of Action Items – Tom Walker

Tom Walker reviewed the action items from the August call and reported all have been addressed.

National Office Report – Shawn Collins

Collins stated the Annual report hard copy has been received. Collins stated she is still in the planning stages for the IRS Commissioner meeting. A request has been sent to both the IRS Commissioner and NTA’s office for dates/times for coordination with the TAP Chair and Vice Chair. NTA Nina E. Olson signed the recruitment package; TAP is currently awaiting the ethics letter from the General Legal Services. Once the letter is received from GLS, TAP may proceed with preparing the package for submission to The Department of Treasury.

The project proposal email has been sent with a deadline of October 14, 2011.

Collins commended the outgoing TAP members for their years of service.

Collins announced she will no longer be the TAP Director as of September 30, 2011.

TAP Chair Report – Tom Walker

Walker stated the Annual report is completed. Historically, the Annual report is handled by the prior year’s Chair. Walker proposed the upcoming TAP Chair have the responsibility of submitting the report. For example, the 2012 Annual Report would be submitted by the 2012 TAP Chair.

Steve Berkey suggested a combined approach; the prior TAP chair completes a portion of the Annual report and the current TAP chair completes the remainder, including their signature on the cover letter.

Walker stated the committee will move forward with the combined approach.

Area Issues for Review

Issue# 17854 (Resubmission) – The committee suggested the election confirmation be automated by adding it as a feature in e-services or through a fax service.

Rodger Lees will submit the issue to the Area 2 Program Manager to be elevated to the IRS.

Action Item: Harlan Barnett will correct the form to read Area prior to submission.

Decision – The Joint Committee by consensus, approved the project with a few corrections.

Refocus Update

The proposed project list has been sent to the program owners. Walker stated TAP is moving forward on the Refocus.

David Cain suggested capturing responses from the IRS in the Area/Project meeting minutes.

Action Item: Harlan Barnett will forward Toll Free task force project information to Russ for publishing on TAPSpace.

TAP Style Guide

Harlan Barnett stated the style guide went from 24 to 27 pages to cover additional writing guidelines. Barnett requested approval from the Joint Committee to post the style guide and the new project form to TAPSpace. The Joint Committee by consensus approved the updated TAP style guide for publication and posting.

Election Update

TAP Chair nominees:

Roger Lees, Eboni Moss, Mary Jean Potenzzone, Cindi Williams.

TAP Vice Chair nominees:

Diedre Jackson, Jackie Rollins, Jerry Danci.

The Meet the Candidates call is scheduled for September, 30, 2011 at 1:00 p.m. (EST).

Action Item: Steven Berkey will send out a message to all members.

Mentor/Mentee

Berkey asked if there should be a call for mentor volunteers prior to receiving projects from the IRS and establishing project committees, or should the committee wait until November. John Kim suggested the Area committee managers go out to solicit volunteers; develop a preliminary listing for managers to be aware of members willing to become mentors.

Action Item: Area Managers will ask for volunteers to be mentors for 2012.

SB/SE

SBSE Commissioner requested that TAP submit projects of interest. Berkey requested all project suggestions be submitted to Thomas Walker no later than Monday, September 26, 2011.

Chair Training

Berkey stated the Annual meeting will end before noon Thursday. The Joint Committee will convene its initial meeting. The members of the screening committee will have a session. Outreach representatives will also have a meeting Thursday afternoon.

Action Item: Berkey will research open meeting requirements and report back to the Joint Committee next month.

Communication Membership & Chair Determination

Walker stated the Communications committee will be an additional obligation on a voluntary basis. If there are not enough volunteers, the Joint Committee will appoint members as needed. The Chair determination will be made at the Annual meeting.

Area/Project Committee Activities

The Project Committees provided a brief summary and status of projects worked.

Walker stressed that the traditional Area issues must be submitted no later than November.

Evaluation of Volunteers

Gerald Stepner expressed concern about active participation for some panel members. Stepner suggested expressing the importance of participation throughout the year at the new member orientation and periodic evaluations of panel members' performance/participation at the end of 16 or 18 months so corrective actions could be considered, if necessary.

Action Item: Harlan Barnett will send Thomas Walker a performance worksheet sample for review.

Committee Chair Reports

Walker requested reports be completed before the end of November.

Public

None



Closing
Meeting Adjourned.

Next Meeting: October 27, 2011.