



**Special Projects Committee
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
March 23, 2020**

Designated Federal Officer

- Cedric Jeans Designated Federal Officer

Members Present

- | | | |
|-------------------|-----------------------|------------|
| • Gina Gray | Nichols Hills, OK | Member |
| • Dorothy Havey | Lincolnton, ME | Member |
| • John Hughes | Memphis, TN | Vice Chair |
| • Robert Moretti | Great Falls, MT | Member |
| • Brandon Ruest | N. Providence, RI | Member |
| • Richard Russell | Owens Cross Roads, AL | Member |
| • Laura Snyder | Paris, France | Member |
| • Cynthia Torres | Riverside, CA | Member |
| • Cheryl Williams | Shelton, WA | Chair |

Members Absent

- | | | |
|-------------------------|--------------|--------|
| • Michael Avery | San Juan, PR | Member |
| • Cassandra Knight-Page | Houston, TX | Member |

TAP Staff

- Antoinette Ross, TAP Program Analyst
- Rose Babb, Management Assistant

Roll Call

There were no public members on the call.

Quorum

Quorum was met for this meeting.

DFO Welcome and Comments

Cedric Jeans welcomed everyone to the meeting. This is the first official meeting for the Special Projects Committee Meeting in this TAP year 2020. Jeans reviewed the agenda. Introductions of staff and members followed the announcements.

Cedric Jeans covered the TAP Mission



PowerPoint presentation:

TAP Member Procedures – Ross

Ground rules; members to be respectful, make specific suggestions; share information; all member participation; attack problems not people; okay to disagree; build a solid team; no sidebar conversations; one person at a time; put phones on mute when not talking; reach an agreement; consensus; meeting minutes and minutes approval process; establish meeting quorum; telephone and email etiquette; timeframes should be in the subject line; review and be prepared for meetings by referring to TAP Space for required pre-reads; turn in Activities Reports on time; a lot of communicating by email and some by phone; tools: WebEx & TAP Space; on calls please state your name when talking; please notate when emails need urgent attention in subject line and/or call us; attending calls is very important – notify the TAP Staff when you cannot attend a call and/or meeting;

Chair Nomination Presentation

Ross and Jeans presented information about the chair and vice-chair election process for the Special Projects Committee as well as subcommittee leads. Chair elections followed the presentation. Cheryl Williams was elected as Chair and John Hughes was elected as the Vice Chair. Laura Snyder was nominated for vice chair but, she stated that she felt her time would be better served on the Screening Subcommittee.

End of Day/Announcements

Jeans and Ross adjourned the meeting until Tuesday, March 24 for the second and final session of the Virtual Annual Meeting.



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March 24, 2020**

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Members Present

- | | | |
|-------------------|-----------------------|------------|
| • Gina Gray | Nichols Hills, OK | Member |
| • Dorothy Havey | Lincolnton, ME | Member |
| • John Hughes | Memphis, TN | Vice Chair |
| • Robert Moretti | Great Falls, MT | Member |
| • Richard Russell | Owens Cross Roads, AL | Member |
| • Laura Snyder | Paris, France | Member |
| • Cynthia Torres | Riverside, CA | Member |
| • Cheryl Williams | Shelton, WA | Chair |

Members Absent

- | | | |
|-------------------------|-------------------|--------|
| • Michael Avery | San Juan, PR | Member |
| • Cassandra Knight-Page | Houston, TX | Member |
| • Brandon Ruest | N. Providence, RI | Member |

TAP Staff

- Antoinette Ross, TAP Program Analyst
- Rose Babb, Management Assistant

DFO Welcome announcements

Cedric Jeans welcomed the members back to the 2nd and final day of the Virtual Annual Meeting and then turned the meeting over to the elected Chair, Cheryl Williams.

Roll Call

There were no public members on the call.

Quorum

Quorum was met for this meeting.

Minutes Approval

The draft minutes from the November 13, 2019 Full Committee meeting were reviewed and accepted as written by the full committee.

Meeting Dates and Times

Full Committee Schedule – 2nd Thursday, of each month **11:00 a.m. - 12:00 p.m. ET**



Subcommittee 1 (Internal) - Meeting Schedule – 1st Thursday, of each month
11:00 a.m. - 12:00 p.m. ET

Members:

Michael Avery
Dorothy Havey (**Lead**)
Robert Moretti
Laura Snyder
Cheryl Williams

Subcommittee 2 (ID Theft) - Meeting Schedule – 1st Thursday, of each month
12:00 - 1:00 p.m. ET

Members:

Gina Gray
John Hughes (**Lead**)
Cassandra Knight-Paige
Brandon Ruest
Richard Russell
Cynthia Torres

Screening Committee – Meeting Schedule – Ad hoc

Members:

Laura Snyder (Lead)
Cheryl Williams
Cynthia Torres

Internal Communications Committee – Meeting Schedule – TBD

Members:

Cassandra Knight-Paige
Brandon Ruest

Review of IRS Responses

Williams reviewed the following issues:

- Issue 35050 - Ineffective Communication Regarding ITIN Application Process- The committee agreed to accept the IRS response.
- Issue 35920 - IRS Check Endorsement- The committee agreed to accept the IRS response.
- Issue 35966 - Deficient options for accessing account online- Analyst Ross will consult with the JC Analyst, Martinez on this issue and report back to the full committee via email and subcommittee meeting.
- Issue 40785 - Filing threshold for Married Filing Separately- The committee is satisfied; and will accept the IRS response.

Project Committees

The committee reviewed the following:

Subcommittee 1 will work on:

- Issue 41752 – International Mail Problems and



- Issue 41749 – Difficulties in Filing US Taxes from Outside USA.

Subcommittee 2 will work on:

- Issue 41535 – Practitioners Revealing their SSN's and
- Issue 41296 – Quick Withdrawal of POA's from Form 2848

Action Items

- Internal Communication and Outreach Committees monthly schedules dates and times are to be determined.
- Screening Committee will be held as needed.
- Members are encouraged to conduct outreach virtually due to COVID-19. If members would like to make visual presentations, Jeans asked them to reach out to both him and Analyst Ross for assistance. This can be done Monday through Friday during business hours.
- Jeans encouraged returning members to become mentors to the new members. Returning members can review the rosters on TAPSpace and contact Analyst Ross for more information.
- Marketing materials distribution will continue to be mailed to members by request after the COVID-19 restrictions on telework are lifted.
- New and returning members should submit their requests for business cards and their preferences on the cards via email within the next 7 days.

Closing

Jeans and Williams thanked the members for their time and participation and Jeans declared the meeting closed.

The first Monthly Teleconference, Special Projects Committee will be on

Thursday, April 9, 2020 at 11:00 -12:00 p.m. ET.

These minutes have been approved and certified by the committee chairperson.