



### **TAP Meeting Procedures**

Holloway gave an introduction of herself and her work experience with the IRS. Jeans explained what the DFO is and that they are tasked with ensuring that each committee follows all the Federal Advisory Committee Act (FACA) guidelines. Therefore, the DFO approves the committee agendas, with buy in from the Chair, opens and adjourns each meeting and ensures each meeting makes quorum.

- **Ground Rules**

Holloway reviewed the ground rules designed to keep the meetings productive and running smoothly. These rules are needed because there is a lot of business done on the monthly meetings and they are usually only one hour long. Identify yourself when speaking so members and note takers know who is attributing to the meeting; participate in each meeting; listen and give respect to fellow committee members; avoid sidebar conversations while the meetings are occurring; respect each other's time by being prepared for the meetings and follow the agenda as approved for each meeting.

- **Telephone & E-Mail Etiquette**

Keep phones on mute until you are speaking to avoid outside noise; please do not put the call on hold, especially for those calling from an office. Call back into the meeting if you have to take another call; practice sound e-mail etiquette when replying. Reply All only if needed, otherwise reply to the individual(s) that need to read your message.

- **Meeting Types**

Most of the TAP meetings will occur using the WebEx program. WebEx requires a separate dial in number for the sound and works very well for file sharing that is done during most TAP meetings. Periodically there may be Zoom meetings.

- **Establish Quorum & Consensus**

Quorum is half the committee plus one, while consensus is a majority of the committee. Quorum is required for committee meetings to conduct business such as voting and approving decisions for the committee.

- **Minutes/Minutes Approval**

Minutes are approved as submitted or after any changes or suggestions by a motion being made and seconded.

- **Agenda & Pre-Read Information**

Review the agendas and pre-reads before the meetings. Make any changes prior to the meeting so we are providing the most updated information before the meetings start.

- Activity Reports/Time Reporting

The reports will be your time sheets in a sense, which is used to capture all your time you are committing for TAP activities. These will be for all outreach activities (virtual and in person), all meetings and subcommittees, all time spent preparing for meetings or outreach events including phone calls and e-mails sent for TAP business. At the end of your tenure with TAP your hours are tallied to determine which Presidential Award you may be eligible for: Bronze 200 to 300, Silver 301-499 and Gold 500 and above.

- Methods of Communication

Carbon copy (CC) the TAP mailbox when sending e-mails to conduct TAP business. This email is [tapadvocacypanel@irs.gov](mailto:tapadvocacypanel@irs.gov). The [www.tapspace.org](http://www.tapspace.org) or the [www.improveirs.org](http://www.improveirs.org) are your primary resources for TAP business. New members should login and setup their profiles on this site. Conchata Holloway, the committee analyst, is the primary resource for any committee issues.

### **So You Want to Be a Chair or Vice-Chair?**

Holloway reviewed the responsibilities of both the Chair and the Vice-Chair for perspective members interested in committee leadership. Holloway discussed the importance of quorum and why it is needed to conduct committee business. Quorum is half the number of members plus one. Consensus is a simple majority of the committee membership to move forward on issues. A meeting will be administrative unless quorum is met. No votes or decisions will be made if quorum has not been met.

Holloway reviewed how motions are made in order to move issues forward, approved decisions and get things done in the committee. Each motion requires a second in order to be accepted or approved. The motion process is an abridged version of the Robert's Rules of Order for TAP meetings.

- Nominate Candidates

Wood self-nominated for Vice-Chair and Buttonow for Chair. Buttonow accepted the nomination for Chair. Buttonow and Wood introduced themselves and gave information about their backgrounds.

### **Election Results**

Because the nominations were unopposed Jim Buttonow is the Chair and Leigh Ann Wood is the Vice-Chair.

### **Approval of Minutes**

November 10, 2020, Buttonow added follow-up with media relations about the TAP new release. Wood motioned, Analitis seconded.

**Action: minutes approved as amended.**

### **Establishment of Subcommittees and Meeting Dates**

Full Committee Meeting- Second Tuesday 12:00 to 1:00pm ET.  
Subcommittee 1- Buttonow, Analitis, Bell, Green, Patterson, Thurston  
First Tuesday, 12:00pm to 1:00pm ET.  
Subcommittee 2- Anthony, Wood, Brown, Lin, Randall-York  
First Wednesday 12- 1pm ET.  
Outreach (Vice-Chair)- Wood  
Screening Members- Green, Thurston, Buttonow, Anthony,  
Quality (QR)- Patterson  
Internal Communications Rep- Patterson

### **Review of IRS Responses**

Issue 37272 Tabled until May

Continuation of Project Work from 2020

- Issue 40485-Tax Calendar Sub. 2
- Issue 40148-Multiple Year “Where’s My Refund” Online Tool Sub. 2
- Issue 41883-Official Written IRS Payoff Amount on a Tax Balanced Owed Sub 1

2021 Project Committee Work

- Issue 42909–Electronically sign F8888, Allocation of Refund and F8822 Change of Address Sub. 1
- Issue 42572–Acknowledge Receipt of Mailed in Tax Return Sub. 1
- Issue 43623–Communicating with the IRS via Text or Email Sub. 2
- Issue 44227–Consolidation of the IRS SP Office Sub. 1
- 44163-Understandinf of the Refundable Credits Sub. 2

### **Action Items Summary**

- Follow-up with media relations about TAP member new release.

### **Closing**

Buttonow thanked everyone for joining the meeting. Jeans closed the meeting at 1:00pm ET.

**The next monthly meeting March 9, 2021 at 12:00pm ET.**

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