

**Special Projects  
Taxpayer Advocacy Panel (TAP)  
Monthly Meeting Minutes  
Wednesday, February 10, 2021**

**Designated Federal Officer(DFO)**

- Cedric Jeans Designated Federal Officer

**Attendance**

- |                        |                   |                 |
|------------------------|-------------------|-----------------|
| • Michael Avery        | San Juan, PR      | Member          |
| • Laurie Brock         | Eugene, OR        | Chair           |
| • Gina Gray            | Nichols Hills, OK | Member (Absent) |
| • Ryan Groff           | Beverly, MA       | Vice-Chair      |
| • Dorothy Havey        | Belfast, ME       | Member          |
| • John Hughes          | Memphis, TN       | Member          |
| • Robert “Bob” Moretti | Great Falls, MT   | National Chair  |
| • Brandon Smith        | Bowie, MD         | Member (Absent) |
| • Laura Snyder         | Paris, France     | Member          |

**Staff**

- |                          |  |
|--------------------------|--|
| • Kevin Brown            | Administrative Assistant                 |
| • Terrie English         | TAP Director                             |
| • Antoinette “Toni” Ross | TAP Program Analyst                      |
| • Conchata Holloway      | TAP Program Analyst                      |
| • Fred Smith             | TAP Program Analyst                      |
| • Dale Hawkins           | Program Analyst, Wage & Investment (W&I) |
| • Michael Odom           | Program Analyst, W&I                     |

**Welcome Announcements/Acknowledgements**

Cedric Jeans welcomed all attendees and opened the meeting at 11:00am ET.

**Self-Introduction/Roll Call**

Quorum was met. Everyone self-introduced themselves and gave some background about their experience.

**Members of the Public**

None

**TAP Meeting Procedures**

Jeans explained the TAP mission to the committee and the place for each member of this committee. 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 also approves the committee agendas, with buy-in from the Chair, opens and adjourns each meeting and ensures the meetings achieve quorum.

- **Ground Rules**

Ross reviewed the ground rules designed to keep the meetings productive and running smoothly. These rules are needed because there is a lot of business conducted on the monthly meetings and they are 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 must 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 audio and works very well for file sharing that goes on during many 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. The motion process is an abridged version of the Robert's Rules of Order for TAP meetings.

- **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, all meetings and subcommittees, all time spent preparing for meetings or outreach events including phone calls and e-mails sent for TAP business. The

entries that are made for each day must be done separately and cannot run together.

- Resources

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 update their profiles on this site. Toni Ross, the committee analyst, is the primary resource for any committee issues. Ross encouraged returning members to review their biographies and make any updates as needed.

### **So, You Want to Be a Chair/Vice Chair?**

Ross reviewed the responsibilities of the Chair and the Vice Chair for perspective committee leadership. Ross also 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. Meeting will be administrative until quorum is met. No votes or decisions will be made if quorum has not been met.

Ross reviewed how motions are made in order to move issues forward and get things done in the committee.

### Nominations and Election Process (Chair/Vice Chair)

- Nominate Candidates

Brock self-nominated for the Chair

Groff self-nominated for the Chair or Vice Chair

Havey self-nominated for the Chair or Vice Chair

Brock, Groff, and Havey introduced themselves and shared why they wanted to become the committee leadership.

- Voting

Laurie Brock, Chair

Ryan Groff, Vice Chair

### **Minutes Approval**

November 10, 2020. Laura Snyder motioned; Groff seconded.

**Action: Minutes approved as submitted.**

### Establishment of Subcommittees and Meeting Dates:

Full Committee Meeting- Second Thursday at 11am ET

Groff motioned; Snyder seconded.

Subcommittee 1- First Thursday, 11am ET

Smith, Moretti, Hughes, Snyder, Groff

Subcommittee 2- First Thursday, 12pm ET  
Kinley, Brock, Avery, Havey, Gray  
Havey motioned; Hughes seconded.

Outreach (Vice Chair)- Ryan Groff  
Screening Members- Snyder, Hughes, Havey  
Quality (QR)- Tabled until the first subcommittee meetings.  
Internal Communications Representative- Kinley

### **Review of IRS Responses- Tabled until the next meeting**

#### **IRS Response Received**

- Issue 41749–Delays in Delivery of Correspondence to Overseas Taxpayers
- Issue 42967-Simplified Reporting for Overseas Taxpayers
- Issue 42996–IRS Not Responding to Mandatory Use of Registered Mail
- Issue 43054–IRS Accounts Made Dysfunctional for Non-Resident Americans
- Issue 43741-No Electronic Filing for Foreign Spouse
- Issue 43807-Facilitating Payments to IRS by overseas taxpayers

#### **Continuation of Project Work from 2020**

- Issue 43614-Community with IRS via Electronic Means- **Subcommittee 1**

#### **2021 Project Committee Work**

- Issue 42162–Improving the IRS- **Subcommittee 1**
- Issue 43819–New Online Tools Needed to Update Banking Information- **Subcommittee 2**
- Issue 44253-IRS Tax Forms for Taxpayers who are Unable or Unwilling to Download or Print Forms- **Subcommittee 2**

### **Action Items**

Antoinette Ross will do the following:

- Submit November minutes to post to the FACA Database.
- Set up the meeting invites to SP meetings and meeting schedule.
- Forward issues and the new referral form to committee members.
- Update member rooster and send to members.
- Send meeting schedule to members.

### **Closing**

Jeans closed the meeting at 12:52pm ET

**Next Meeting: Thursday, March 11, 2021 at 11:00am ET**

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