



2006 Meeting Minutes Area 2

- December 12, 2006
 - November 15, 2006
 - October 18, 2006
 - September 20, 2006
 - August 16, 2006
 - June 22-24, 2006
 - May 17, 2006
 - April 19, 2006
 - March 15, 2006
 - February 15, 2006
-

**Taxpayer Advocacy Panel (TAP)
Area 2 Committee
Meeting Minutes**

**Committee's Annual Meeting, Washington, DC
December 12, 2006; 8am-12pm**

Designated Federal Official (DFO)

Frances W. Kleckley, Local Taxpayer Advocate, Columbia, SC

Members Present

Bill Bly, Wayne, PA
Paul Brubaker, York, PA,
Michael Bryant, Oakton, VA
Kimberly Brown, Blakeslee, PA
Ben Chapman, Wayne, NJ
Emilio Cecchi, N. Bethesda, MD, Vice Chair
Lee Congdon, Washington, DC
JoAnn Davis, Scott Depot, WV
Steven Fulkrod, Bel Air, MD
Robert Haines, Lebanon, NJ
Carolyn Hutchinson, Fletcher, NC
Sonny Kasturi, West Orange, NJ
Judy Lester, Chapel Hill
Paul McElroy, Pfafftown, NC, Chair
Lyn Sinnamon, Arlington, VA
Elizabeth Warnecki, Ladson, SC
William Yaeger, Alexandria, VA

Members Absent

Blanche Davis, Rehoboth Beach, DE



Staff Present

Nancy Ferree, TAP Program Manager
Inez E. De Jesus, TAP Program Analyst
Isai Pallango, TAP Staff & Note taker

Welcome

Chair Paul McElroy opened the meeting by welcoming everyone and asked new panel members to introduce themselves and provide personal information.

Roll Call

Quorum of 10 was met.

Finalize 2007 Meeting Dates, Times, & Location of Face to Face for 2007

Chair McElroy suggested scheduling meetings every month, and decide at each meeting if a meeting of the following month was necessary. McElroy stated face-to-face meeting should be held after tax season to accommodate panel members who are tax professionals.

Committee agreed to Chair McElroy's suggestion and the face-to-face meeting is scheduled for April 26-28, 2007 in Raleigh, NC.

McElroy requested all panel members to complete annual self assessment after annual meeting.

Chair McElroy also informed panel members there will be four Town Hall Meetings next year.

Old Business:

- Approve Proposal Issue 3944, Instruction on Tax Treatment of Litigation Settlement Proceeds- title changed to: Instructions Class Actions Proceeds

Panel member Sonny Kasturi elaborated on issue and it was decided by all to re-write and simplify. Quality Review Team will work with Sonny on this proposal. Panel members agreed by consensus on this issue.

- Issue 3742-Fees for Private Letter Rulings-Returned From JC

Program Manager Nancy Ferree shared that the TAP staff conducted extensive research on this issue. Ferree and De Jesus met with an IRS attorney and learned that private letter rulings are requested prior to an event not after. Private letter rulings are published and used as references or for guidance. Panel members agreed by consensus not to pursue this issue further but to drop it.

- Issue 3743-Revise Form W-9

Program Manager Nancy Ferree stated that TAP staff has contacted the citizen. Ferree and De Jesus researched issue further and were unable to find a widespread problem or it being a customer service issue.

Panel members Lee Congdon and Sonny Kasturi stated they contacted citizen. Analyst Barbara Toy reviewed this issue for the Joint Committee and sent it back for changes. Ferree and De Jesus will complete reviewing this issue and share outcome with panel members in the near future. Panel members agreed by consensus on this issue.

- Subcommittee Reports



a) Issue 3915, Transmission of Supporting Details for E-filed Returns

Panel member Sonny Kasturi elaborated on issue and stated Area One is working on this same issue. Park / monitor. Panel members agreed by consensus on this issue.

b) Issue 3951, Pubs 560 and 590 Instructions

Panel member Lyn Sinnamon stated that other members of the TAP are currently working on this issue. (Specifically Area 6) It is similar but different. Panel members agreed by consensus to decide later on whether to continue to work this issue or not or to partner with Area 6. This may be mandated by tax law and may have to be dropped.

Elections for Area 2 Chair and Vice Chair and Screening Committee Chair

Chair McElroy suggested to panel members to consider becoming Chair and Vice Chair of Area 2. Program Manager Nancy Ferree stated that a new Chair and Vice Chair is needed for new direction and leadership. Panel member Lyn Sinnamon was voted Chair of Area 2; as voted by all panel members. Panel members agreed by consensus on this issue.

Panel members Ben Chapman, Kimberly Brown, and Carolyn Hutchinson requested to be considered as possible Vice Chair. Kimberly Brown was voted Vice-Chair of Area 2; as voted by all panel members. Panel members agreed by consensus on this issue.

Congratulations were extended to the Chair Lyn Sinnamon and Vice Chair Kim Brown. The new leadership moved into their new positions at this point.

Schedule Screening Committee Calls either 1 Hour or One Week Before the Area Committee Meeting

As discussed, the following are the 2007 Area 2 Screening Committee participants: Steve Fulkrod (will lead the team), Emilio Cecchi, Bill Bly, J. Davis, and Lee Congdon.

Committee agreed that the screening committee should decide whether to meet one hour or one week before the area call.

New Business:

- Review Issue Process: It was discussed that issues will be reviewed for quality of content. Panel members agreed by consensus on this issue. The 2007 Area 2 Quality Review is composed of the following: Bob Haines, Paul McElroy, Steve Fulkrod, JoAnn Davis, and Nancy L. Ferree.

It was agreed that the Area 2 Chair is responsible for monitoring the issues elevated to the IRS via the Joint Committee.

- Review New Issue and Create Subcommittee:
 - New Issue 4046, Use Last Four Digits of SSN on IRS Notices: this new issue was not discussed in detail; it will be reviewed by the new screening committee team before the January 17, 2007 area call. DFO Frances Kleckley shared that she believes she saw this issue in Systemic Advocacy (SAMS) database and that it is already being addressed.
 - Issue 3946, Filing of Charitable Remainder Trusts, this issue was moved from Parking lot to Active Status; Subcommittee: Bob Haines, Bill Bly, Bill Yaeger, Sonny Kasturi, and Judy Lester.
 - Issue 3948, Form 944, Change Threshold, DFO Frances Kleckley believes that this issue is in SAMS; committee decided to leave in Parking lot status and to monitor it.



- Issue 3997, Terminate "S" Election, this issue was moved from Parking lot to Active Status; Subcommittee: Bob Haines, Kim Brown, Bill Yaeger, and Ben Chapman.
- Issue 4011, Form 8863, Education Credits, this issue was moved from Parking lot to Active Status; Subcommittee: Elizabeth Warnecki, Paul McElroy, Paul Brubaker, and Carol Hutchinson.
- Subcommittee Breakout Session: Due to time constraints, there was no time to breakout into groups. Nor was there time to review the current Parking Lot issues that are in monitoring mode.

Re-visit Issue 3228 E-file (Parking/Monitoring Status)

Panel members Paul Brubaker and Elizabeth Warnecki stated they are in the process of re-visiting this issue. Brubaker and Warnecki will review issue and share their findings with the entire committee. Panel members agreed.

Public Input

No public input.

Closing Assessments - Q & A

Chair Lyn Sinnamon shared that he was looking forward to working with the area 2 committee and he provided valuable input on becoming a productive panel member. No questions were asked of the chair.

All were reminded to fill out the meeting survey.

Chair adjourned the meeting.

Next Teleconference Meeting: January 17, 2007 at 2:30PM ET

***Certification of Meeting Minutes: These minutes were approved by the TAP Area 2 Committee by consensus on: February 21, 2007.**



**Taxpayer Advocacy Panel (TAP) Area 2 Committee
Meeting Minutes
Committee's Teleconference Meeting
November 15, 2006 @ 2:30 PM ET**

Designated Federal Official (DFO)

Eileen M. DeLeo, Taxpayer Advocate Program Analyst, Philadelphia, PA

Members Present

Bill Bly, Wayne, PA
Paul Brubaker, York, PA,
Emilio Cecchi, N. Bethesda, MD, Vice Chair
Lee Congdon, Washington, DC
JoAnn Davis, Scott Depot, WV
Blanche Davis, Rehoboth Beach, DE
Robert Haines, Lebanon, NJ
Sonny Kasturi, West Orange, NJ
Paul McElroy, Pfafftown, NC, Chair
Martin Romeril, Bethlehem, PA
Elizabeth Warnecki, Ladson, SC

Members Absent

Lyn Sinnamon, Arlington, VA
Lillian (Beadsie) Woo, Durham, NC

Staff Present

Bernie Coston, TAP Director
Frances W. Kleckley, New Area 2 DFO
Nancy Ferree, TAP Program Manager
Inez E. De Jesus, TAP Program Analyst
Isai Pallango, Intern & Note taker

Guest(s)

Mr. Ben Chapman (Potential Panel Member from New Jersey)

Welcome

Chair Paul McElroy opened the meeting by welcoming everyone and acknowledged guest Mr. Ben Chapman. Program Manager Nancy Ferree shared that Local Taxpayer Advocate from South Carolina, Frances W. Kleckley will be joining the teleconference meeting, and she will be taking the duties of the DFO beginning December 2006.

Eileen Deleo will be the Designated Federal Official during this call.

Roll Call

Quorum of 8 was met.

Joint Committee Report Annual Self-Assessment Reminder

Chair Paul McElroy stated the status of new members has gone to Treasury and is expecting more information soon. Bernie Coston stated that confirmation has not been received, but will be available within the next week. McElroy shared that National Taxpayer Advocate Nina Olson and the Commissioner of Internal Revenue Service Mr. Mark Everson will be speaking during the TAP annual meeting.



There will be four Town Hall Meetings next year.

Chair McElroy stated that workshops will be available for new panel members and that current issue committees will remain the same. JoAnn Davis and Bob Haines indicated they were not aware of their issue assignments. McElroy requested panel members to complete annual self assessment after annual meeting.

Issue 3736, EFTPS Registration Procedure was approved by the Joint Committee on November 1, 2006.

Status of Elevated Issues Since 10/18/2006

- Issue 3740- OIC Appeals Process-Agree to Drop

Program Manager Nancy Ferree stated that the Sub Committee agreed to drop issue because it is not a customer service issue. TAP staff researched and concluded that issue is not appropriate to elevate. Panel members agreed by consensus to drop this issue.

- Issue 3742-Fees for Private Letter Rulings-Returned From JC

Program Manager Nancy Ferree stated that TAP staff is in the process of extensive researching this issue. Ferree and De Jesus met with an IRS attorney and will be sharing information with the Sub Committee.

- Issue 3743-Revise Form W-9

Program Manager Nancy Ferree stated that TAP staff has contacted the citizen. Ferree and De Jesus researched issue further and were unable to find a widespread problem or it being a customer service issue.

Panel member Lee Congdon stated that he contacted citizen via e-mail and will forward information. Analyst Barbara Toy reviewed this issue for the Joint Committee and sent it back for changes. Ferree and De Jesus will complete reviewing this issue and share outcome with panel members during next months meeting.

Planning for 2007

Meeting Schedule Frequency

Chair McElroy requested panel members to consider teleconference meetings every other month. McElroy suggested scheduling meeting every other month, but decide at each meeting if a meeting on the off month was necessary.

Because of Federal Register Notices, panel member Sonny Kasturi doubts meetings every other month would work. Program Manager Ferree stated the staff would be able to address the filing /canceling of Federal Register Notices.

It was agreed by consensus to schedule monthly meetings, and then let the Committee cancel an upcoming meeting if not needed.

Area & TAP Chair & Vice-Chair Candidates

Chair Paul McElroy encouraged panel members to declare their interest for the area or TAP chair or vice-chair positions in advance. Bernie Coston stated that no panel members have declared with the



intent of becoming TAP chair or vice-chair. Coston requested panel members who are interested in position to please submit an e-mail with intention directly to him.

Chair Paul McElroy encouraged panel members to run for Area 2 Chair. McElroy stated that current members would benefit from the experience of serving as chair or vice-chair and if members interested to e-mail him and he would nominate them. He said he is willing to serve as Chair next year, but would prefer to have others benefit from the experience.

Approve of Meeting Minutes October 18, 2006

These minutes were approved by consensus.

Confirm Date(s) and Possible Location(s) for Face-to-Face Meeting

Chair Paul McElroy mentioned that at the last teleconference the Committee discussed having the Area 2 Face to Face Meeting in late February or early March of 2007. Lynn Sinnamon shared via e-mail that date would be difficult on tax professionals.

Sonny Kasturi stated that new panel members would benefit if face-to-face meeting held in late April or May 2007. Panel member Bill Bly requested a decision be made during annual meeting to allow new members to participate in decision process.

Program Analyst De Jesus is currently working on the cost-estimate for the face-to-face meeting and so far Raleigh, North Carolina is lowest cost. McElroy had suggested that Myrtle Beach, SC might be very low cost if held in February or early March, but Mr. Bernie Coston stated that IRS would not consider it as a viable location.

Analyst De Jesus requested panel members to reply via e-mail no later than next week of possible meeting date. This issue will be revisited during December annual meeting in Washington DC. Committee needs to agree whether to meet during the work week or on a Friday and half a day Saturday. Some members suggested Charlotte or Richmond. Analyst will provide committee with a report during next meeting.

Mentoring Process

Chair Paul McElroy shared that members should become more involved with the mentoring process and stated there would be seven new members. Panel members who would mentor will be as follow:

- Bill Bly (PA)
- Paul Brubaker (PA)
- Emilio Cecchi (MD)
- Blanche Davis (DE)
- Bob Haines (NJ)
- Paul McElroy (NC)
- Lyn Sinnamon (VA)
- Elizabeth Warnecki (SC) would volunteer to be an alternate.

Mentors were reminded to contact their assigned new member before the annual meeting.

New Issues

Screening committee chair Emilio Cecchi introduced the following new issues and the sub-committees recommendations:

- Issue 4011- Form 8863 Education Credits



Recommendation is to place in parking lot status. Panel members agreed by consensus to place issue in parking lot, and place in priority order.

- Issue 4016- Mileage Allowance for Volunteers Using Their Own Autos-

Recommendation is to drop issue. Panel members agreed by consensus to drop this issue.

Sub-Committee Reports

- Issue 3915-Transmission of Supporting Details for E-filed Returns

Sonny Kasturi addressed this issue and stated that a referral should be forwarded to the Internal Revenue Service. This issue will be revisited during next teleconference meeting. Panel members agreed by consensus.

- Issue 3944-Tax Treatment of Securities Litigation

Sonny Kasturi addressed this issue and stated that a referral has been created and sent to all area committee members and he is waiting for comments. Panel member Martin Romeril shared that draft of this issue was well documented and a good example for new members.

- Issue 3951-Pubs 560 & 590 Instructions-Simple IRA rules

Lynwood Sinnamon shared via e-mail requesting panel members to review publication of Simple IRA rule responsibilities. Chair McElroy requested comments, but there were no responses. Bill Bly indicated the sub committee is waiting for Lyn Sinnamon to schedule conference call.

Outreach Events Reports

Chair Paul McElroy shared that panel members Blanche Davis and Paul Brubaker had three major contacts each. Blanche Davis posted outreach event on a Congressional Website and received positive responses. McElroy request panel members visit Congressional websites.

Brainstorm Agenda Ideas for December Face-to-Face

Chair Paul McElroy shared that committee will elect chair and vice-chair. McElroy requested comments from panel members. Panel member Paul Brubaker stated that it would be beneficial for new members get involved in sub committees.

Program Analyst De Jesus requested panel members to review annual meeting agenda and provide input on suggested topics. The meeting is approximately three hours and forty minutes. McElroy will contact analyst De Jesus concerning today's teleconference meeting with comments and re-draft agenda.

Public Input

Mr. Ben Chapman from New Jersey stated his concern of current legislation regarding IRS tax forms and requested TAP panel members to consider visiting issue. Chair McElroy thanked Mr. Chapman for his participation and input.

Closing Assessment / Q&A

Bernie Coston shared that some members will be retiring. Coston gave his appreciation to Martin Romeril and Beadsie Woo for their two year participation with TAP. Coston also thanked TAP staff for their support and dedication given to panel members. Coston stated that area 2 has done a



phenomenal job. Area 2 hosted the first town hall meeting in Philadelphia and has done a fantastic job despite being a large committee.

Program Manager Nancy Ferree acknowledged her appreciation to former DFO Terry Mapp.

Eileen DeLeo shared a message from Terry Mapp to the committee that it has been a pleasure for her to work with area 2 during the last two years and to continue the exceptional work.

Program Analyst Inez De Jesus mentioned that the meeting survey is currently on TAPspeak and requested panel members to complete the survey.

Chair Paul McElroy confirmed next meeting will be the annual meeting held in Washington DC from December 11-14, 2006.

Chair McElroy adjourned the meeting.

TAP Annual Meeting December 11-14, 2006 in Washington DC.
Area 2 Committee will be meeting on Tuesday December 12, 2006 from 8am -12 noon.

Certification: These minutes were approved by the TAP Area 2 Committee by consensus on December 8, 2006.



**Area 2 Committee
Meeting Minutes
October 18, 2006**

**Committee's Teleconference Meeting
October 18, 2006 @ 2:30 PM ET**

Designated Federal Official (DFO)

Nancy Ferree, TAP Program Manager and Acting DFO, Plantation, FL

Members Present

Bill Bly, Wayne, PA
Paul Brubaker, York, PA,
Emilio Cecchi, N. Bethesda, MD, Vice Chair
JoAnn Davis, Scott Depot, WV
Blanche Davis, Rehoboth Beach, DE
Robert Haines, Lebanon, NJ
Paul McElroy, Pfafftown, NC, Chair
Lyn Sinnamon, Arlington, VA
Elizabeth Warnecki, Ladson, SC
Lee Congdon, Washington, DC
Lillian (Beadsie) Woo, Durham, NC
Martin Romeril, Bethlehem, PA

Members Absent

Sonny Kasturi, West Orange, NJ

Staff Present

Inez E. De Jesus, TAP Program Analyst
Isai Pallango, Intern & Note taker

Guest(s)

Mr. Ben Chapman (Potential Panel Member from New Jersey)

Welcome

Chair Paul McElroy opened the meeting by welcoming everyone and acknowledged guest Mr. Ben Chapman.

Roll Call

Quorum of 8 was met.

Joint Committee Report and Review Status of Elevated Issues:

- Issue 3634 - Self-employed Taxpayers' Free Tax Preparation

Chair Paul McElroy stated that this issue was approved by the Joint Committee; some rewording was made. McElroy also shared that although Sonny Kasturi had some reservations he later changed his mind and gave the okay to forward the proposal.

- Issue 3736 - EFTPS Registration Procedure



Chair Paul McElroy stated this issue was approved by the Joint Committee; some rewording was made. McElroy shared that he and Sonny Kasturi assisted with the retyping of the document.

- Issue 3925 - Option for Access to Person on IRS Toll-Free Lines

Chair Paul McElroy stated this issue was approved by the Joint Committee without any changes.

- Issue 3747- Electronic Filing of 1099's

Chair Paul McElroy stated this issue was approved by the Joint Committee; significant rewording was made. Chair McElroy will obtain a copy of the final version from Barbara Toy and would like for area 2 members to review.

Chair Paul McElroy stated that 14 out of 19 issues were accepted. Other issues were sent back for significant rewording and in some cases, combine with others.

Consider Bi-Monthly Teleconference Meetings

TAP Chair Larry Combs raised the issue of having bi-monthly teleconference meetings in 2007, for up to 1-1/2 hours instead of one hour. This will allow TAP staff to be more available to assist with sub-committee meetings.

Chair Paul McElroy and DFO Ferree requested committee vote for possible bi-monthly meetings. Intern Isai Pallango took roll call of Area 2 committee to seek vote of "yes" or "no" for bi-monthly meetings. Six members voted YES and six members voted NO for bi-monthly meetings. This issue will be discussed in more detail during the next call. DFO Ferree shared that the goal was to have the decisions made prior to the annual meeting. In the interim, chair will provide an interim response to the TAP Chair. This topic will be discussed in more detail during next month's teleconference meeting.

DFO Ferree requested that the panel consider whether they would like to continue to meet on the third Wednesdays of the month at 2:30 PM ET. There were no objections.

Annual Meeting Agenda

Chair Paul McElroy mentioned the TAP Annual Meeting, December 11-14, 2006, (Monday through Thursday). The complete agenda was reviewed and discussed during the Dallas meeting.

A request was made on when will the agenda for the annual meeting be made available for all to see.

DFO Nancy Ferree mentioned that during the annual meeting, On Sunday, December 10th, there will be a meet and greet time in the hotel lobby for members to meet one another. Special name tags, specifically for new members, will be created for all to be able to identify one another. The following day, there will be a social hour during the early evening. More details on hotel reservations and annual meeting details will be made available in the near future; draft of agenda is still under construction.

TAP Chair and Vice Chair Election

Chair Paul McElroy stated that chair and vice chair candidates of TAP are encouraged to declare their interest before the annual meeting. New members can declare on first day of annual meeting. Candidates will make speeches on late Monday afternoon and voting will take place from then until break time on Tuesday morning. Results will be announced at the end of the break. The area committee will elect chair and vice chair after that.



Annual Assessments

Chair Paul McElroy mentioned that each chair is requested to submit an assessment of the work of their committee for the year and submit it after the annual meeting. McElroy requested that Program Analyst Inez De Jesus send the form out to the entire panel and have it returned back to him and/or Inez by the week after the annual meeting. These will be summarized and finalized.

Chair Paul McElroy mentioned that it is time to plan the location and dates for the area face-to-face meeting next year. It was discussed that earlier in the year will be best. The committee relies on the staff to provide information on the best location for the meeting. Committee is considering perhaps late February or early March of 2007. Three members stated some scheduling conflicts. Panel members suggested and agreed that this could be decided prior to the next call via e-mail.

Emilio Cecchi discussed the screening committee meeting time and his desire is to have meeting on same day of area 2 committee meeting and having meeting as close as possible to area 2 meeting in order to minimize members' time requirements. The concern is that will he have sufficient time to send out the screening committee's recommendations on the new issues for all to review within ample time. Chair Paul McElroy understood it's a convenient time, but operationally it's a bad time.

Approve Previous Meeting Minutes September 20, 2006

These minutes were approved by consensus. Committee agreed to approve future minutes via email in order to save time during the call(s).

Update on Stakeholders' Information

DFO Terry Mapp shared via e-mail after this call (she apologized for not being able to be on the call): "Please be advised that advice back from Dave Yeskoo (SBSE South Atlantic Area) indicates that the contact with Lyn is a part of continuous and ongoing SBSE efforts to ensure that stakeholders are aware of local SBSE contacts and informed of their availability and willingness to provide support and assistance, as needed. This initiative has been in place for time and is meant to target all stakeholders/IRS partners."

Mentoring Process

Chair Paul McElroy shared that members should become more involved with the mentoring of new members. Program Analyst De Jesus shared there will be seven new members assigned to area 2 and McElroy wanted current members to consider being a mentor. Nancy Ferree will post TAP Mentoring Process document on TAPspeak.

Review/Approve Draft Proposal(s):

- Issue 3743- Revise Form W-9 & LLC Instructions

Congdon contacted the citizen on this issue and got a response that agrees with the need to revise the form which provides a proposed revision. Congdon explained that a modified form would make it easier to complete and the form should have a toll-free phone number. Panel members agreed by consensus to elevate issue to Joint Committee.

- Issue 3742- Private Letter Rulings-Increased User Fees

Brubaker stated that this issue targeted seniors in regards to IRA's and those who did not understand the filing process and taxability. Panel members agreed by consensus to elevate this issue to Joint committee.



- Issue 3740- Offer-in-Compromise (OIC) Appeals Process

Elizabeth Warnecki stated issue was not reviewed by quality review team yet. Warnecki, Robert Haines and Program Analyst De Jesus met to review the proposal recently. Panel members agreed by consensus to elevate this issue to Joint Committee once it is reviewed by the quality review team.

Chair McElroy stated that it is now time to pull issues out of Parking lot status and make them active. The next 3 issues to be addressed are:

- 1) Issue 3915, Transmission of Supporting Details for E-filed Returns-(Kasturi)
- 2) Issue 3951, Pub 560 & 590 Instructions –Simple IRA Rules- (Sinnamon)
- 3) Issue 3944, Tax Treatment of Securities Litigation- (Kasturi)

Program Analyst is to send out an email requesting who would like to work on the specific sub-committees with the leads as indicated above.

New Issues

Screening committee chair Emilio Cecchi introduced the following new issues and the sub-committees recommendations:

- Issue 3997-Terminate "S" Election

Panel members agreed by consensus to place issue in parking lot.

- Issue 4009-TAC Offices Should Have Computers

Emilio Cecchi stated Area 3 has agreed to take the lead on this issue and wanted a representative from area 2 to volunteer. Panel member Blanche Davis agreed to work with the Area 3 sub-committee. There were no objections.

Due to lack of time, the following new issues will be discussed during next month's call:

Issue 4011- Form 8863 Education Credits-
Recommendation is to place in parking lot status.

Issue 4016- Mileage Allowance for Volunteers Using Their Own Autos- Recommendation is that this may be legislative and not TAP- will be discussed further next month.

Emilio Cecchi requested that based on the results of today's call, and changes in the status of issues, that there needs to be a ranking of issues in parking lot status. This will be an on-going activity as issues are elevated and new ones are placed in parking lot status. Analyst will be sending out an email to all on this matter.

Sub-Committee Reports

- Issue 3739- Suggest Delayed Billing, Rewording of Notice

Martin Romeril addressed this issue and suggested that it be dropped since the Notices Committee is currently working on a lot of these types of notices, and since we were not able to obtain the specific number of this notice, it would be best to drop it. Panel members agreed by consensus to drop this issue.



Outreach Events Reports

Chair Paul McElroy shared that five panel members conducted outreach activities during the month of September, and Sonny did so from a hospital bed. Nancy Ferree mentioned that during the annual meeting in Washington, DC, there will be two Outreach workshops; one is for the new members, and the other one will be an Advanced one for returning panel members.

Public Input

Mr. Ben Chapman from New Jersey stated that bi-monthly meetings should be two hours. Chair McElroy thanked Mr. Chapman for his participation and input.

Action Items:

- Chair McElroy will obtain from TAP Analyst Barbara Toy the final version of Proposal 3747, Electronic Filing of 1099's for the committee to review.
- Bi-Monthly Teleconference Meetings will be added to the November 15, 2006 agenda for further discussion and consideration.
- Program Analyst is to send out the Committee's Self-assessment form to all to complete and return by no later than the week after the annual meeting.
- Program Analyst is to do a cost comparison for the location of next year's face-to-face meeting and narrow down the tentative date(s). She will communicate this via email.
- Program Analyst is to solicit subcommittee participants on the 3 new Active Area issues.
- Program Analyst is to send out information on the latest issues in Parking Lot status and solicit ranking preferences from members.

Closing Assessment / Q&A

Chair Paul McElroy confirmed that the next teleconference meeting will be held on November 15, 2006.

Chair McElroy adjourned the meeting.

The next teleconference meeting is scheduled for November 15, 2006 at 2:30 PM ET

Certification: These minutes were approved by the TAP Area 2 Committee by consensus on: November 15, 2006.



**Area 2 Committee Meeting Minutes
September 20, 2006
Teleconference**

Designated Federal Official

- Terry L. Mapp, Local Taxpayer Advocate, Philadelphia, PA

Members Present

- Bill Bly, Wayne, PA
- Paul Brubaker, York, PA
- Emilio Cecchi, N. Bethesda, MD, Vice-Chair
- JoAnn Davis, Scott Depot, WV
- Blanche Davis, Rehoboth Beach, DE
- Robert Haines, Lebanon, NJ
- Sonny Kasturi, West Orange, NJ
- Paul McElroy, Pfafftown, NC, Chair
- Lyn Sinnamon, Arlington, VA
- Elizabeth Warnecki, Ladson, SC
- Lee Congdon, Washington, DC

Members Absent

- Lillian (Beadsie) Woo, Durham, NC
- Martin Romeril, Bethlehem, PA

Staff Present

- Inez E. De Jesus, TAP Program Analyst
- Isai Pallango, Intern & Note taker

Guests

- Mr. Ben Chapman (Potential Panel Member from New Jersey)

Welcome

Chair Paul McElroy opened the meeting by welcoming everyone and acknowledged Ben Chapman from New Jersey for joining the call for a second time.

TAP Program Manager Nancy Ferree will not be on today's call since she is in a meeting with the TAP Director and other TAP Managers.

Roll Call

Quorum of 8 was met.



Joint Committee Report

Chair McElroy provided a brief report from the Joint Committee's September 6, 2006 meeting. Recruitment is on schedule and the IRS Commissioner has received a lot of feedback and publicity from the TAP and others on the use by the Internal Revenue Service to put taxpayers' collection cases in the hands of private debt collectors. Also, the vote on how to elect Chair and Vice Chair of TAP was addressed; members agreed that voting should be done early and announced early during the annual meeting. New members should be given the opportunity to run for office if they wish to do so. One member objected and the vote issue will be addressed in the October Joint Committee meeting.

Approve Previous Meeting Minutes-August 16, 2006

These minutes were approved by consensus.

Review and Approve Draft Proposals:

- Issue 3634 Self-employed Taxpayers' Free Tax Preparation
Paul Brubaker shared the goal statement which is "to increase number of low-income self-employed taxpayers who can have their tax returns completed at VITA sites," and that this may be made easier. Panel members agreed to elevate issue to the Joint Committee; *Sonny Kasturi opposes the elevation of this issue and has prepared a "Minority Report" which will be attached to the proposal.

Inez questioned whether this proposal had been submitted to the area quality review committee. Chair and members agreed by consensus that issue will be elevated after the quality review team reviews it.

Proposals Returned from the Joint Committee:

- Issue 3736 - EFTPS Registration Procedure
Chair McElroy stated that this issue was elevated and returned by the Joint Committee with some comments. Subcommittee member Elizabeth Warnecki & Bill Bly reviewed the suggestions for changes and these have been incorporated into the revised proposal. Panel members agreed by consensus to elevate this issue after it is reviewed by the area quality review team.
- Issue 3925 - Option for Access to Person on IRS Toll-Free lines
Lee Congdon incorporated multiple issues that were discussed during the face-to-face meeting, and the suggestions made by the Joint Committee's Quality Review team. Issue is ready to be elevated again. Panel members agreed by consensus to elevate issue subject to review by the area's quality review team.

New Issues -Recommendations from the Screening Committee:

- Issue 3945-Distribution of Forms at TAC Office
Cecchi: Recommendation is to place this issue in the parking lot status; the key issue is to reduce the burden on taxpayers by making tax forms availability easier. Panel members agreed by consensus.
- Issue 3946 -Filing of Charitable Reminder Trusts
Cecchi: Recommendation is to place this issue in the parking lot status. Panel members agreed by consensus.
- Issue 3952- Taxpayer Choosing E-file and Direct Deposit in 2006
Cecchi: Recommendation is to drop/close this issue. Panel members agreed by consensus.



- Issue 3957- Toll Free Menu Needs to be Changed
Cecchi: Recommendation is to drop/close this issue. Panel members agreed by consensus.
- Issue 3997- Create Form to Terminate "S" Election
Cecchi: Recommendation is to place in parking lot status; this was decided one hour prior to this call but, since most of the members had not had time to review this issue, it was decided to carry it over to next month. All agreed.

Sub-committee Reports (Active Issues):

- Issue 3228, E-file Alternates and Interactive Forms
Elizabeth Warnecki shared that she is still monitoring this issue and searching for new developments that IRS is making in regards to E-filing user friendly avenues. Warnecki thinks that to continue monitoring is best option and place in monitoring mode. Inez suggests placing in parking lot as it has been done with other issues, and keeping issue spreadsheet updated and labeling it in monitoring mode. Panel members agreed by consensus to place into parking lot status with monitoring mode.
- Issue 3739, Suggest Delayed Billing or Rewording of Notices
Martin Romeril, suggested via e-mail that this issue be transferred to the Notice Committee. There is not enough information to elaborate but suggested transfer to Notice Committee because they would have more knowledge of issue. Inez had spoken briefly with The Notice Committee Analyst and was told that this issue is not something they are working on since the Notice Committee like all TAP issue committees operate under the guidelines of their IRS program owners. The Notice Committee is willing to provide support to the area committee if needed.
- Issue 3740, Offer-in-Compromise (OIC) Appeals Process
Elizabeth Warnecki shared that she had recently spoken to former panel member Steve Rue since he had submitted this issue to the panel and that she and Robert Haines are in the process of developing a draft proposal. Warnecki and Haines have not yet heard from Steve Rue and completed a draft based on information gathered. Chair advised to e-mail former panel member and possibly have a draft proposal ready for next teleconference meeting.
- Issue 3742, Private Letter Rulings-Increased User Fees
Panel member Sonny Kasturi stated he had nothing to report at this time since he has been ill.
- Issue 3743, Revise Form W-9 & LLC Instructions
Panel member Sonny Kasturi turned issue to Lee Congdon. Congdon has contacted the citizen that brought this issue to the panel and the proposal is in the process of being drafted. It will be addressed during the next call. Draft proposal will be discussed during the October teleconference meeting.

*The ranking and prioritization of the issues in Parking Lot status needs to be updated since as a result of today's meeting there have been some changes. Chair McElroy will be working with Analyst De Jesus on this matter.

Issue 3953, IRS Completing Simple Returns, Currently in Parking Lot Status-

Inez shared that Area 7 is currently working on a similar issue and has requested that area 2 transfers Issue 3953 to them or partner with them. Area 2 agreed by consensus to transfer this issue to area 7 and Sonny Kasturi volunteered to work with area 7.



Outreach Events Reports

During August, there were two reported outreach events. JoAnn Davis worked at an H&R Block seminar and discussed Taxpayer Advocacy Panel, and Lyn Sinnamon gave a TAP presentation before the Enterprise Development Group of ECDC International. Chair wanted panel members to participate more in outreach events.

Lyn Sinnamon referenced the IMRS "Issue Management Resolution System" and questioned whether members had problems opening the link that has been sent out.

Lyn Sinnamon shared that he recently was contacted by Stakeholder Liaison David Yeskoo and wondered if other panel members had been contacted as well. Lyn asked DFO Terry Mapp if this was a new IRS initiative, and responded that she was not aware of this but would look into it.

Public Input

Mr. Ben Chapman from New Jersey stated that the meeting went well and he was looking forward to participating on future calls. He expressed appreciation for being allowed to participate.

Closing Assessment / Q&A

Paul Brubaker reminded everyone that there would be a November Area 2 conference call. Inez confirmed that the November 15, 2006 call has been placed on the calendar and Chair requested that the meeting survey be completed.

Brubaker mentioned the mentoring process will be improved this coming new year, and requested anyone interested in mentoring a new member to please inform him.

Chair McElroy adjourned the meeting.

The next teleconference meetings are scheduled for October 18, 2006 at 2:30 PM ET & November 15, 2006 at 2:30 PM ET

***Certification: These minutes were approved by the TAP Area 2 Committee by consensus on October 18, 2006.**



**Area 2 Committee Meeting Minutes
August 16, 2006
Teleconference**

Designated Federal Official

- Terry L. Mapp, Philadelphia Local Taxpayer Advocate

Members Present

- Bill Bly, Wayne, PA
- Paul Brubaker, York, PA
- Emilio Cecchi, N. Bethesda, MD, Vice-Chair
- JoAnn Davis, Scott Depot, WV
- Blanche Davis, Rehoboth Beach, DE
- Robert Haines, Lebanon, NJ
- Sonny Kasturi, West Orange, NJ
- Paul McElroy, Pfafftown, NC, Chair
- Martin Romeril, Bethlehem, PA
- Lyn Sinnamon, Arlington, VA
- James Tarpey, Sunset Beach, NC
- Elizabeth Warnecki, Ladson, SC

Members Absent

- Bessie Moore, Mt. Laurel, NJ
- Lee Congdon, Washington, DC
- Lillian (Beadsie) Woo, Durham, NC

Staff Present

- Nancy L. Ferree, TAP Program Manager
- Inez E. De Jesus, TAP Program Analyst
- Isai Pallango, Intern & Note taker

Guests

- Mr. Benson Chapman (Potential Panel Member from New Jersey)

Welcome

Chair Paul McElroy opened the meeting by welcoming everyone and acknowledged guest, Mr. Benson Chapman from New Jersey.

Roll Call

Quorum of 8 was met.



Joint Committee Report

Chair Paul McElroy discussed the Joint Committee's face-to-face meeting in Denver, and the five key issues that the TAP had been asked to provide input to by the IRS Commissioner. The Joint Committee reviewed the five issues and approved them.

1. Election of Chairs and Vice-Chair Prior to the Annual meeting - Chair McElroy stated that he brought up the issue of needing to have the TAP Chair and Vice Chair election results known before the Issue and Area Committees Chair and Vice Chair elections at the Joint Committee Meeting. This resulted in the questions we were now being asked to vote on. Larry Combs, TAP Chair, sent out an email with the Options that were being considered, and Paul needs to respond back to the Joint Committee on Area 2's position regarding this matter. This led to the following dialogue:
 - o Blanche Davis was in favor of Option two.
 - o Emilio Cecchi stated that the candidates should have TAP experience, and be available to meet every three months. He prefers Option Two; it's important for Chair and Vice Chair to have some experience.
 - o Mc Elroy requested a count of the number of members in favor of each option, the count was 11 for Option 2 (actually 12 since one member who was not on the call sent their preference in by email) and one for Option 1 (with the Joint Committee selecting the TAP chair and Vice Chair). This person later said he could go along with Option 2 if we needed a consensus.
 - o It was also discussed that with Option 2 new members should be eligible to run (most likely for Vice Chair) either through write-in on the ballot at the annual meeting or by submitting their names before hand. In case of the latter, perhaps improveirs.org might be a better website to use since new members would have problems getting on TAPSpeak.
 - o The committee was not in favor of electing Committee Chairs before the annual meeting, since that would create the original problem in reverse, elected Area or Issue Committee chairs would either not be eligible to run for TAP Chair or Vice Chair or would have to resign as committee chairs if elected.
2. Suggestion(s) for Annual Meeting -Chair McElroy stated that the Joint Committee will be discussing other issues in October at the face-to-face meeting, and if committee members have any suggestions, to please forward them by e-mail to TAP Manager Ferree or TAP Analyst De Jesus.

Recruitment for TAP Members 2007

Tap Manager Nancy Ferree stated that the next step is to make a list of the potential selections, which has to be approved by the National Taxpayer Advocate, the IRS Commissioner and the Liaison to The White House. It is expected that the final decision will be made by the end of September or the beginning of October.

Review & Approve Meeting Minutes-June 2006

These minutes were approved by consensus.

Review and Approve Draft Proposals:

- **Issue 3634 Self-employed Taxpayers' Free Tax Preparation** - Sub-committee member Beadsie Woo was not available on this call in order to update everyone; instead Martin Romeril shared that the recommendation should reflect:
 1. Increase the limit of expenses to \$10,000 for Schedule C-EZ and index the limit to the cost of living.
 2. Allow multiple Schedule C-EZ's for each taxpayer.



Sonny Kasturi brought up reservations regarding this proposal. It was agreed that this proposal was not ready for review and was sent back to the subcommittee.

- **Issue 3925 Option for Access to Person on IRS Toll-Free lines**- Chair McElroy stated that the revised proposal was not ready for review at this time, and it will be revisited at the next meeting.

Status of Elevated Issues Since Last Meeting:

- **3702 Revised Pub393 Household Employment Filing** - Chair McElroy informed everyone that this issue was approved by the Joint Committee.
- **Issue 3736 Revise EFTPS Registration Procedure** - Chair McElroy stated that this issue was returned by the Joint Committee with some recommended suggestions. Subcommittee members' Elizabeth Warnecki, and Bill Bly acknowledged this and stated that they will address this during the next month.

Sub-committee Report:

- **Issue 3228, E-file Alternates and Interactive Forms**
Panel member Elizabeth Warnecki stated she was monitoring other related issues or committees' works regarding interactive forms and will be giving a quarterly update based on her findings by next month's call.
- **Issue 3739, Suggest Delayed Billing or Rewording of Notices**
Panel member Martin Romeril stated that the IRS is in the process of re-wording all billing notices; this was recently done in Detroit. Martin Romeril stated he needed more time to research this matter.
- **Issue 3740, Offer-in-Compromise (OIC) Appeals Process**
Elizabeth Warnecki shared that she had recently spoken to former panel member Steve Rue since he had submitted this issue to the panel and that she and Robert Haines are in the process of developing a proposal. Elizabeth Warnecki and Robert Haines will have additional information available by the next teleconference meeting.
- **Issue 3742, Private Letter Rulings-Increased User Fees**
Panel member Sonny Kasturi stated he had nothing to report at this time.
- **Issue 3743, Revise Form W-9 & LLC Instructions**
Elizabeth Warnecki stated she had nothing to report at this time.

Review Highlights- National Taxpayer Advocate (NTA's) 2007 Report to Congress: TAP Manager Ferree stated that NTA Nina Olson recently issued the "2007 Objectives Report to Congress" and Ferree briefly gave an overview of the Report. She also suggested that panel members read and become familiar with this document since it relates to issues received by the committee from citizens. Program Analyst Inez De Jesus provided an additional overview of the 4 Areas of Emphasis mentioned in the report.

Outreach Events Reports

Chair McElroy stated that Emilio Cecchi was the "Outreach Person" for the Month of July since he was the only person reporting an outreach event. McElroy also stated that members should attempt to do more outreach activities.



New & Parking Lot Issues Report from the Screening Committee

Due to time constraints, Vice Chair Cecchi shared that this information will be discussed during the next meeting.

Public Input

Mr. Benson Chapman (Potential Panel Member from New Jersey) stated that the meeting went well and he was looking forward to participating on future calls. He expressed appreciation for being allowed to participate.

Closing Assessment/Q&A

Chair McElroy reminded everyone to please complete and submit their meeting survey responses after the call. One of the Panel members suggested that the next meeting should be started earlier or extended. A majority of members agreed to start early. Chair McElroy will remind everyone via e-mail of the next meeting time and of topics to discuss.

The next teleconference meeting scheduled for September 20, 2006 at 2:30 PM ET

Certification: These meeting minutes were approved by the TAP Area 2 Committee by consensus on: September 20, 2006.



**Area 2 Committee Meeting Minutes
June 22-24, 2006
Face-to-Face Meeting
Philadelphia, PA**

**Day #1, June 22, 2006- IRS Federal Building,
Conference Room A**

Designated Federal Official

- Terry L. Mapp, Philadelphia Local Taxpayer Advocate (Absent on 06/24/06)

Members Present

- Bill Bly, Wayne, PA
- Paul Brubaker, York, PA
- Emilio Cecchi, North Bethesda, MD, Vice-Chair
- Lee Congdon, Washington, DC (Absent on 06/22/06)
- Blanche Davis, Rehoboth Beach, DE
- Jo Ann Davis, Scott Depot, WV
- Robert Haines, Lebanon, NJ
- Sonny Kasturi, West Orange, NJ
- Paul McElroy, Pfafftown, NC, Chair
- Martin Romeril, Bethlehem, PA
- Lynwood Sinnamon, Arlington, VA
- James Tarpey, Sunset Beach, NC
- Elizabeth Warnecki, Ladson, SC
- Lillian (Beadsie) Woo, Durham, NC

Members Absent

- Bessie Moore, Mt. Laurel, NJ

Guests

- Linda M. Adams, Aspect Systems Administrator, Philadelphia, PA
- Richard Furlong, Senior Stakeholder Liaison, Mid-Atlantic Area

Staff Present

- Inez E. De Jesus, TAP Program Analyst & Note Taker
- John Fay, TAP Senior Program Analyst
- Nancy L. Ferree, TAP Program Manager



Welcome and Announcements

Chair Paul McElroy opened the meeting by welcoming everyone.

DFO Terry Mapp welcomed the TAP Area 2 Committee to the City of Philadelphia where she is the Local Taxpayer Advocate, and pointed out the display she had for all present on "Historical Philadelphia" plus goodies representative of Philadelphia. DFO Mapp also introduced James Jacob, Program Analyst, from her staff that had been very instrumental in the coordination of this meeting.

Mapp also introduced Richard Furlong, Senior Stakeholder Liaison for the Mid-Atlantic States who stopped by to greet the committee. Mr. Furlong has been instrumental by inviting this committee to the annual "Working Together" conference at Philadelphia University during the past few years. The "Working Together" Conference is a joint effort of public and private tax professionals; it promotes the on-going relationship between the tax practitioner community and two taxing agencies. Mr. Furlong shared that this committee is welcomed to review the issues from IMRS (Issue Management Resolution System).

The IMRS is similar to the SAMS, Systemic Advocacy Management System.

Recruitment Updates

Nancy Ferree and John Fay jointly shared that the Recruitment for new panel members has started. In total, 780 applications were received. According to the cut-off score, there are 90 interviews scheduled for area 2; this is for members and alternate vacancies. An email was sent out for soliciting volunteers to participate with the upcoming interviews. The goal is to complete the interview process by the end of July 2006.

Roll Call

Quorum of 9 was met; 13 members were present. Each member introduced themselves.

Review/Approve Meeting Minutes- May 17, 2006

The minutes from the previous meeting were approved by consensus.

National Office Representative Comments-John Fay

Senior Analyst expressed TAP Director's Bernie Coston regrets at not being able to attend the area 2 face-to-face meeting, and John Fay was glad to be here and see many familiar faces.

John Fay also shared that regarding Recruitment this year there has been a lot of interest shown from the public. Marketing was very successful. There is a good balance and representation of taxpayers at large. The goal is to have the selections made so that the new members can attend the TAP annual meeting in DC, December 11-14, 2006. Keep in mind that the selections need to be approved by the Secretary of the Treasury.

Fay also shared that National Taxpayer Advocate Nina E. Olson was very pleased with the Town Hall Meetings.

The TAP is addressing the issue of the actual hours volunteers spend on TAP work. There has been a loss of membership due to time commitments. This year emphasis will be made on time commitment during the interview process. The reality is that it is more like 500 hours than 300. The interview panelists will be probing prospective applicants to be sure that they can do it. Brubaker requested for an estimate of area 2 members time they spend on TAP activities.

Jo Ann Davis suggested that the interviewees be made aware that they will have to put money up front when they do traveling for TAP, and then be reimbursed afterwards. All agreed that this is a good point.



Joint Committee Briefing

No news at this time. The JC face-to-face meeting is scheduled for next week in Denver, June 29 – July 1, 2006.

Regarding the Commissioners' issues, Area 6 is taking the lead on the confidentiality of taxpayer's information being shared. (Issue 3868)

The committee agreed to schedule their October & November 2006 teleconferences, and the dates are as follows:

- October 18, 2006 at 2:30 PM ET
- November 15, 2006 at 2:30 PM ET

The TAP Master Calendar will be updated accordingly.

TAP 06-003 Schedule D and D-1 Consolidation- Nancy L. Ferree

Ferree informed everyone that this issue has already been addressed. Sonny Kasturi stated that Area 2 had insisted on elevating the issue even though there was a disagreement with the answer to Question #5.

Action item for Ferree: Coordinate a teleconference meeting between Bob Erickson, Senior Technical Advisor, Tax Forms and Publications and the Area 2 subcommittee (Kasturi, Brubaker, Sinnamon, and Warnecki).

Meeting Objectives

Chair McElroy reviewed the agenda, and it was accepted.

This led to the following discussions:

- Bill Bly addressed the Burden Reduction occurrence.
- Sonny Kasturi suggested that issues be moved quicker.

Review/Approve Proposals

1. Issue 3702, Revise Pub 393, Household Employment-
Goal Statement: To clarify IRS instructions to state that taxpayers need not file if they no longer have household employees, and to clarify the terms "Household" and "Business" used to identify who must file. This issue was approved by the committee by consensus and it will be sent to the Quality Review team after Beadsie Woo makes some corrections.
2. Issue 3736, Revise Electronic Federal Tax Payment System (EFTPS) Registration Process
Goal Statement: To encourage individual taxpayer's participation in the EFTPS, the IRS needs to make registering uncomplicated and allow immediate access just as is extended to businesses. This issue was approved by the committee by consensus.

Telephone/On Hold Wait Time (Issue 3685) Subject Matter Expert-Linda Adams, Aspect System Administrator

Ms. Adams made a presentation before the committee on the "Enterprise Queue" a new system that begins on September 1, 2006. The Enterprise Queue will provide the platform where telephone customers will be held in a central queue until an agent becomes available. This will improve customer service and speed up the answering of calls to the right agent that can address the caller's concerns. The caller will be told how long they will have to wait.



Abandoned calls were discussed among panel members and Ms. Adams. John Fay stated that studies have been done by contractors in the past. What are the best business practices that IRS may learn from?

Action/Follow-up: When testing of this new system occurs, can TAP be involved?

Action item for Linda Adams: Provide the panel with the Call Control Tables for PPS and 1040 if permissible.

The committee decided by consensus to place this issue in Parking lot status for now and Lee Congdon volunteered to monitor the implementation of the Enterprise Queue system.

The committee expressed their appreciation for the information shared by Ms. Adams.

Review 2005 Annual Report- Lyn Sinnamon & Elizabeth Warnecki

Lyn Sinnamon opened the discussion by asking the members how many had read this report and/or have used it as an outreach tool? The goal is to improve the 2006 document.

Sinnamon's motion to the Joint Committee:

- TAP Director be given the opportunity to include the names of the IRS Staff (19 support staff)
- TAP Issue- compile with Charter successes.
- More success stories should be included.
- Summary of financials not mentioned.

The area 2 committee provided support to Lyn Sinnamon by consensus.

Action item for Lyn Sinnamon: Lyn will draft a paragraph with the proposed recommendation that will be forwarded to the Joint Committee. It will read as follows:

"The Area 2 Committee resolves that the TAP Chair and the members of the Joint Committee prepare an annual report that complies with the requirements of the TAP Charter that reports on the efforts of the TAP volunteers, the IRS full time equivalents assigned to TAP, and the IRS funds used by TAP. The TAP Director would be encouraged to recognize the IRS staff that supports TAP by name.

This report would go to the offices named in the TAP Charter and be posted on TAPSpeak and www.improveirs.org.

The Joint Committee would then extract the appropriate material from the report for a document that recognizes the volunteers, the TAP IRS professionals, and the successes for the year for a marketing document that could be used for outreach and recruiting."

Wrap Up of Day One

Brubaker spoke briefly about the Commissioner's issues.

Questions arose about how many volunteers have left TAP.

Action item for John Fay: Fay will obtain this information and share it with the area 2 committee.

Questions arose also on whether TAP was addressing those who are not engaged.



Chair adjourned the meeting.

**Day #2, June 23, 2006-IRS Federal Building,
Conference Room A**

Roll call- Confirm Quorum

Quorum of 9 was met; 14 members were present

Administrative

None

Screening Committee-Goals & Procedures- Emilio Cecchi

Emilio Cecchi led the dialogue regarding the current procedures conducted when new issues were received. He welcomed comments and suggestions from all. The current screening committee members are: Cecchi, Bly, J. Davis, Congdon, and Tarpey. Highlights from the discussion were as follows:

- Is the screening committee needed? Can we expedite the process? What can be done to accelerate the proposals to the Joint Committee?
- The fact that area 2 had a high number of issues in parking lot status for a while. All agreed that there should be a periodic review of issues in this status. **Action item for Cecchi:** will send out an email to all with the prioritization of the issues in Parking lot status – from high, medium and low.
- All agreed by consensus that preliminary research is necessary before it is presented to the screening committee. Inez is to continue to follow this guideline.
- All agreed by consensus that the screening committee is needed and appreciation was expressed for the work done so far.
- The screening committee is usually held a week before the monthly call and as always, everyone is invited to participate in addition to the current screening committee members.
- There were no new issues as of June 21, 2006.
- The screening committee is committed to ensure that the issues accepted are in consistent with the TAP mission.
- The screening committee will continue to make recommendations to the entire committee. Prioritization will be looked at on a monthly basis.
- There will be a rotating of screening committee members in order to give everyone the opportunity to participate.

For the record, the Quality Review team is composed of: Sinnamon, J. Davis and Tarpey

Actual Screening Committee Meeting Led by Emilio Cecchi

The following are “new issues” that were reviewed and the entire committee agreed by consensus on the following decision(s) to either drop it, make it active or place it in parking lot status; this was an exercise conducted by the screening committee whereby everyone participated with the process:

1. Issue 3915, Transmission of Supporting Details in E-filed Returns – was returned for further review; Status: Accepted - “Parking”
2. Issue 3887, Disclosure, Who Claimed My Child? Status: “Drop/Close it.”
3. Issue 3925, Option for Access to Person on IRS Toll-Free Lines, Status: “Active” – the following members worked afterwards during this meeting in the creation of a proposal: Brubaker, Congdon, B. Davis, Romeril, and Sinnamon. This issue was also combined with Issues 3685 and 3941.
4. Issue 3944, Tax Treatment of Securities Litigation Settlement, Status: Accepted- “Parking”- **Action for Inez:** research to see if there had been any changes made to the tax law?
5. Issue 3945, Distribution of Forms at TAC Offices, Recommendation to drop this issue- Status: “New,” return to the screening committee to review again; Kasturi had suggested that a letter be written to the IRS since there are some taxpayers who don’t have personal computers. Kiosk may be a solution or have forms available at local libraries. Kiosks are usually located where there are no IRS offices.
6. Issue 3946, Filing of Charitable Remainder Trusts, Status: “New” return to the screening committee to review again; R. Haines submitted this issue; the committee discussed that the issue of combining Forms 5227 and 1041 was not to redesign the form but just to let the IRS know why do they have 2 forms that are basically the same. **Action item for Ferree, and Cecchi** – obtain Subject Matter Expert via Sue Sottile.
7. Issue 3948, Form 944, Change Threshold, Status: “Parking”- this is a new procedure that requires monitoring.
8. Issue 3949, Eliminate Form 2553, Status: “Drop/Close it”
9. Issue 3951, Pubs 560 & 590 Instructions-Simple IRA Rules, Status: Accept it, “Parking Lot”
10. Issue 3952, E-file and Direct Deposit 2006- Good for Seniors?- Status: “New” return to the screening committee; Kasturi submitted this issue. Kasturi, Brubaker and Sinnamon expressed an interest in this issue.
11. Issue 3953, IRS Completing Simple Returns, Status: “Parking Lot”

It was agreed that the New Parking Lot Issues will be placed in the following priority order in which they will be worked (this will be an ongoing activity as new issues are received):

1. Issue 3915
2. Issue 3951
3. Issue 3944
4. Issue 3953
5. Issue 3948

The following current issues in Parking Lot Status were reviewed:

1. Issue 3868-Object Sale of Private Tax Information to Third Parties- Area 6 has the lead on this issue and is in the process of preparing the Position Paper that will be sent to the IRS Commissioner. Parking Lot Status.
2. Issue 3228- E-filing Alternates & Interactive Forms- New Active Issue- Warnecki and team will monitor- (Kasturi, J. Davis, and Tarpey)
3. Issue 3609- Review Processing of Form 4868- Drop issue- **Action item:** Write letter to Citizen from NC, inform individual that the IRS Commissioner has recognized this matter and is taking action.
4. Issue 3743- Revise Form W-9 and LLC Instructions - New Active Issue- Subcommittee: Kasturi, Warnecki and Tarpey-**Action Item:** Inez is to obtain contact information.



5. Issue 3739- Suggest Delayed Billing/Rewording of Notices- New Active Issue- Subcommittee: Romeril, J. Davis & Tarpey- **Action Item for Inez:** Find out what notice is being referred to and if it is being addressed by the Notice Committee, and get back to the subcommittee with findings.
6. Issue 3740- Offer-in-Compromise (OIC) Appeals Process-New Active Issue- Subcommittee: Haines, McElroy & Warnecki- **Action Item for Inez:** Share information with the team regarding Issue 2559, OIC Procedures that were being addressed by Area 5.

Also, Haines will check on the specific regulations and Warnecki will contact Steve Rue since he had submitted this issue.

7. Issue 3741- ACS Line Has Six Options- this issue was combined with Issue 3925 & 3685.
8. Issue 3742- Exceptions to Private Letter Ruling Fee Increases- New Active Issue- Subcommittee: Kasturi, Woo, Brubaker, B. Davis & Sinnamon- This issue will be re-written.

How New Issues are Raised- Emilio Cecchi

Emilio Cecchi conducted an overview of how this process works.

Sub-committee Breakout(s)

The sub-committees worked together on their individual issues and several proposals were drafted or re-worked.

Wrap Up of Day Two

The committee's goal is to attempt to elevate proposals to the IRS that may be added to the Joint Committee's face-to-face meeting in Denver next week.

The Chair expressed appreciation to the screening committee for their hard work.

Chair adjourned the meeting.

Day #3, June 24, 2006-Holiday Inn Sherman Conference Room

Roll call-Confirm Quorum

Quorum of 9 was met; 14 members were present.

Nancy L. Ferree, Acting DFO

Sub-committee Reports

In conclusion, this is what was agreed upon by consensus:

- Issue 3634, Free Tax Preparation for Self-employed Taxpayers-proposal needs to be changed; Beadsie Woo will be making the adjustments and sending it to Inez to share with all. This will be an August agenda item. **Action item for Beadsie & Inez**
- Issue 3702- Pub 393-Household Employment Filing- Approved by the committee on June 22, 2006. ***On 06/27/2006, Inez forwarded this proposal to Barbara Toy for the JC Quality Review Team.**



- Issue 3736- Revise EFTPS Registration Procedure-Approved by the committee on June 22, 2006. **On 06/27/2006, Inez forwarded this proposal to Barbara Toy for the JC Quality Review Team.**
- Issue 3747- Electronic Filing of 1099's.- Approved by the committee on June 23, 2006. **On 06/27/2006, Inez forwarded this proposal to Barbara Toy for the JC Quality Review Team.**
- Issue 3925-Option for Access to Person on IRS Toll-Free Lines- this "new" issue became an "active issue" and then an "elevated issue" during this meeting.- **Committee decided to combine this issue with Issue 3685, On Hold Wait Time for All IRS Toll Free Lines.-& Issue 3741- ACS Automated Collection System Line has 6 Options- On 06/27/2006, Inez forwarded this proposal to Barbara Toy for the JC Quality Review Team. The JC Quality Review Team returned this proposal back to the committee.** The draft re-written proposal will be an agenda item for the August call. **Action item for Lee and sub-committee: update the proposal based on the feedback received.**

Outreach Activities-Chair Paul McElroy

Chair McElroy reviewed the May 2006 outreach report and there were a total of 7 events. Kasturi had 2, Lyn had 2, Bly had 2 and JoAnn continues to conduct outreach at "Open House" events since she is a realtor. Chair emphasized that members should seek the opportunities to speak about TAP to others.

The following conversation took place regarding outreach creativity:

- Lyn Sinnamon suggested that members partner with the stakeholders meetings in their States by visiting www.irs.gov. The best way to know what is going on at the IRS is to get on their mailing list.
- Sinnamon also shared that TAP Program Analyst Steve Berkey is trying to find out why the Taxpayer Burden group did not include TAP as an avenue to obtain support/feedback.
- Sonny Kasturi suggested that when you have an issue, you should test it with your public and get their input on your proposal.
- Send letters to your local Kiwanis and Rotary clubs.
- Partner with your local Seniors Centers.
- As a local resident, attempt to get an article written about your TAP activities in the local newspapers.
- Tell your neighbors.

Telephone Etiquette-Nancy L. Ferree

Ferree began by stating that not everyone speaks sometimes. The following were briefly discussed:

- It was suggested that members attempt to sign in before the call begins.
- It is important to have quorum in order to make decisions.
- If you are going to disconnect, let it be known ahead of time.
- Identify yourself before speaking.
- Everyone should participate.



- At the end of the call, obtain feedback from all participants. Create an opportunity for this. The chair will ask for any additional comments.
- Use the mute button.

General Questions

Ferree asked who would be available to conduct telephone interviews and the following members responded:

July 3, 2006 at 9:00 am ET, Romeril volunteered- Nancy will be emailing information to him.

July 5, 2006 at 9; 00 am ET, Brubaker volunteered

July 6, at 9:00 am ET Romeril and at 10:30 am Beadsie Woo

July 7, was left open for now.

Wrap Up of Day Three

Members were reminded to fill out the meeting survey and to submit their travel vouchers with the original hotel receipts to either Nancy or Inez.

Chair adjourned the meeting and wished everyone a safe trip back home. Chair expressed appreciation for the hard work done by all the sub-committees.

Next Meeting via Teleconference: August 16, 2006 at 2:30 PM ET

Certification: These minutes were approved by consensus by the TAP Area 2 Committee on August 16, 2006.



Area 2 Committee Meeting Minutes

Date: May 17, 2006

Via: Teleconference

Designated Federal Official

- Terry L. Mapp, Local Taxpayer Advocate, Philadelphia, PA

Members Present

- Bill Bly, Wayne, PA
- Emilio Cecchi, North Bethesda, MD, Vice Chair
- Lee Congdon, Washington, DC
- Blanche Davis, Rehoboth Beach, DE
- JoAnn Davis, Scott Depot, WV
- Sonny Kasturi, West Orange, NJ
- Paul McElroy, Pfafftown, NC, Chair
- Steve Rue, Mechanicsville, VA
- James Tarpey, Sunset Beach, NC
- Elizabeth Warnecki, Ladson, SC
- Lillian (Beadsie) Woo, Durham, NC

Members Absent

- Paul Brubaker, York, PA
- Robert Haines, Lebanon, NJ
- Bessie Moore, Mt. Laurel, NJ
- Martin Romeril, Bethlehem, PA
- Lyn Sinnamon, Arlington, VA

Staff Present

- Nancy L. Ferree, TAP Program Manager
- Inez E. De Jesus, TAP Program Analyst & Note Taker

Guest(s)

- Janet Hennen, IRS TAS Program Analyst, Parkersburg, WV

Welcome

Chair Paul McElroy opening the meeting by welcoming everyone and acknowledging guest, Ms. Janet Hennen, from the West Virginia staff office.

Roll Call

Quorum of 9 was met.

Joint Committee Report

Chair expressed his appreciation to Emilio Cecchi for sitting in for him at the last Joint Committee call; Cecchi's notes were well taken and the following are highlights of what was discussed:



- Recruitment this year exceeded last year's. There will be a need for volunteers to conduct the upcoming telephone interviews. Please let the TAP Staff know if you would like to participate.
- The 2005 TAP Annual Report has been mailed out to everyone. If you have not received your copy yet, please let it be known to the TAP Staff.
- Outcome from the meeting with the IRS Commissioner on April 20, 2006, resulted in 5 Top Priority issues, these are:
 1. Sale of Private Taxpayer Information to Third Parties- Area 6 has the lead, and Area 2 is assisting.
 2. Return Preparer Regulations Standards- Ad hoc Committee has the lead.
 3. VITA/TCE Direction- Area 4 has the lead.
 4. Free File- Area 5 has the lead.
 5. Private Collection of tax information- Area 3 has the lead.

Acknowledgment of IRS' Responses to Elevated Recommendations

Chair McElroy stated that he assumed that everyone has had the opportunity to review the responses received from the IRS on the following elevated issues; the committee agreed as follows:

1. TAP 05-033, SS-4 & LLC Issue 3295- Sonny Kasturi stated that the response is acceptable considering the IRS constraints and that is fine. **Status: Closed, Proposal Partially Accepted.**
2. TAP 05-032, Pub 554-Issue 3234- Older Americans -the committee agreed that they would like to monitor to make sure that the suggestions are implemented by the IRS. **Status: Monitoring the IRS.**
3. TAP 05-056, W-7 & 1040NR-Issue 3546- the committee agreed and accepted the IRS response. **Status: Closed, Proposal Accepted.**

Chair McElroy requested that Inez inform the Joint Committee Analyst, Barbara Toy, of the committee's decisions.

Review & Approve Meeting Minutes-April 19, 2006

These minutes were approved by consensus.

Review "Draft" Agenda for Face-to-Face Meeting in Philadelphia, PA, June 22-24, 2006

Chair McElroy shared that he had just made a change to Day #2: he suggested that the Screening Committee be broken down into 2 sessions: 1) Screening Committee- Goals & Procedures, and 2) Screening Committee Meeting

DFO Terry L. Mapp is in the process of obtaining subject-matter-experts on issues this committee has expressed an interest in.

Update: Regarding the Free file Initiative- since this is a very political and sensitive issue at this time, a speaker will not be available.

However, regarding the telephone "On-hold" questions and answers, arrangements are being made to have a speaker available. Inez has been working with Ms. Mapp's staff on this matter.

McElroy reminded everyone to submit any suggestions they may have on the current draft agenda directly to the TAP Staff.

Beadsie Woo was concerned about the start time of 8:00 am.



Some members were concerned about the hotel check-in and check-out times. It was suggested that if a room is not available at time of arrival, since meeting begins on Thursday, June 22nd at 1:30 pm, then you may check bags at the hotel and walk over to the IRS Federal Building.

Sub-committee Reports:

- Issue 3702, "Draft" Proposal Pub 393- Sub-committee Chair Martin Romeril was not available on this call in order to update everyone. It is believed that the draft proposal needed to go to Quality Review and that Martin wanted to format it.
- Issue 3685, On Hold Wait Time- Lee Congdon shared that he had received the answers from the IRS and he hopes that the person who will be addressing the committee at the upcoming face-to-face meeting is knowledgeable about this matter.
- Issue 3736, Revise EFTPS Registration Procedures- Elizabeth Warnecki shared that she has still not received a response from the IRS. She had sent an email. There is a toll free line, but she has not had the time to follow up on this. There is an interest on individuals, not businesses, using this system. Bill Bly suggested that a sub-committee meeting be scheduled, he feels he may have some ideas to share. Elizabeth will be setting up a teleconference among this sub-committee soon.
- Issue 3747, Filing of W-2's & 1099 Misc.- Chair McElroy gave kudos to Beadsie Woo for the great job she did in drafting the proposal that has been circulating. JoAnn Davis, from the Quality Committee, has provided feedback also, the next step is to share with Inez the updated version; Inez will place this information into the TAP contact database and share with the entire panel. The approval of this proposal will be an agenda item during the next meeting.
- Issue 3868, Sale of Taxpayer Information to Third Parties- this issue has been identified as one of the IRS Commissioner's top 5 priorities. Cecchi shared that during the Joint Committee call, Area 6 took the lead on this.

Sonny Kasturi shared that he has written a letter to the Commissioner and the National Taxpayer Advocate as a private citizen on this subject matter. Request was made that this letter be shared with the entire panel. Sonny promised to send a copy of it to Inez for distribution to all.

It was agreed that Sonny will work with Area 6 if they accept the offer, and Sonny will be keeping area 2 informed on what transpires.

Nancy Ferree suggested that the "threaded discussion" available on TAP Speak be used. Sonny stated that he has used this feature in the past.

- Issue 3634, Preparation of Schedule C by VITA- this issue was not addressed during this call.

Prioritization of New Active Issues

Chair McElroy shared that currently this committee has 5 active issues with active sub-committees. We had to place the "new active issues" in the parking lot status until we begin to elevate and close current issues. In the interim, these new active/parking lot issues have been ranked. He thanked everyone for their. These will be worked in the order as noted, and this is all subject to review and change as new active issues arrive.



For the record, the issues that are referenced are as follows:

- #1 Issue 3228, E-file Alternates and Interactive Forms
- #2 Issue 3609, Review Processing of Form 4868
- #3 Issue 3743, Revise Form W-9
- #4 Issue 3739, Suggest Delayed Billing or Rewording of Notices
- #5 Issue 3740, OIC Appeals Process
- #6 Issue 3741, ACS Automated Collection System
- #7 Issue 3742, Private Letter Rulings-Increased User Fees

There were no objections to this.

Questions arose regarding the last 2 elevated issues that were approved by the Joint Committee on April 5, 2006, these are:

1. Issue 3572, Consolidation of Schedule D & D-1
2. Issue 3390, Timely Response Required on Envelopes

Nancy Ferree shared that 30 days is not sufficient time for a follow-up, since the TAP Staff has been working on other priorities at this time. It was suggested that the chair inquire via the Joint Committee on the status of this. He promised that he would do so. This committee has not yet received a copy of the letter that accompanies the recommendations that are sent to the IRS.

Outreach Events Reports

Chair McElroy shared that there were 6 different activities reported during the past month. He gave both JoAnn Davis and Sonny Kasturi kudos for their continual outreach activities. He encouraged the committee to continue to get out there and spread the word on TAP and to keep Inez informed when they do so.

New & Parking Lot Issues Report from the Screening Committee

Vice Chair Emilio Cecchi referenced the email he sent out to all on May 13, 2006, with the report from the screening committee meeting that took place on May 10th. He assumed that everyone had an opportunity to read the information and recommendations made on the new issues. He apologized to James Tarpey for not acknowledging his attendance on May 10th.

Issue 3868, Sale of Private Taxpayer Information to Third Parties, as previously discussed, Area 6 has the lead on this subject, and Sonny is working with them. Anyone else interested in participating, should contact Area 6 chair MaryAnn Motza. Sonny Kasturi will be keeping area 2 informed.

Issue 3879, Employer Burden Regarding Re-Mailing of the W-2's- Recommendation to drop this issue was accepted with no objections.

Issue 3893, IRS Needs to Communicate Better Internally-Recommendation to drop this issue was accepted with no objections.

Issue 3915, Transmission of Supporting Details for E-filed Returns- Sonny requested that this issue be withdrawn since this matter has already been elevated and it is currently in the 2005 TAP Annual Report, TAP -05-072, Form 8453/8879 VITA/TCE Mailing Requirements. This issue will be sent back to the Screening Committee for review with the new information.



Issue 3917- Free File Needs to Better Serve the Citizen Taxpayer- Recommendation is to pass this issue on to Area 5 since they have the lead on this subject. There was no objection to this.

There will be no June Screening Committee teleconference since we will be having our face-to-face meeting in Philadelphia beginning on June 22nd.

Public Input

Ms. Hennen from the West Virginia Taxpayer Advocate office expressed her appreciation to the panel for the opportunity to understand what the TAP does.

Closing Assessment/Q&A

Chair McElroy reminded everyone to please fill out the meeting survey and send it to Inez.

DFO Terry Mapp reminded the Pennsylvania citizens like Bill Bly of the upcoming Working Together Conference on May 24, 2006. This invitation is extended to Brubaker, Bly and Romeril who are in the area. Nancy thanked Terry for keeping the TAP in mind for these outreach opportunities and Paul McElroy reminded these participants to please fill out an outreach report after the event and submit it to Inez.

Nancy also reminded the participants, that if there are any travel expenses involved to please let her know beforehand so that Jenny Reyes, TAP Secretary, can obtain the necessary authorizations.

Chair McElroy adjourned the meeting.

Next meeting: Face-to-Face – June 22-24, 2006 in Philadelphia, PA

Thursday, June 22, 2006, 1:30- 4:30 pm-IRS 600 Arch Street, Conf Room A

Friday, June 23, 2006, 8:00 am- 4:30 pm-IRS 600 Arch St. Conf Room A

Saturday, June 24, 2006, 8:00 am – 11:30 am @ Holiday Inn-Historic District Conference Room (to be assigned) 400 Arch Street, Philadelphia, PA

*Certification: These minutes were approved by the TAP Area 2 Committee by consensus on June 22, 2006



Area 2 Committee Meeting Minutes

Date: April 19, 2006

Via: Teleconference

Designated Federal Official

- Terry L. Mapp, Philadelphia, PA

Members Present

- Bill Bly, Wayne, PA
- Paul Brubaker, York, PA,
- Emilio Cecchi, North Bethesda, MD, Vice Chair
- Lee Congdon, Washington, DC
- Blanche Davis, Rehoboth Beach, DE
- JoAnn Davis, Scott Depot, WV
- Robert Haines, Lebanon, NJ
- Sonny Kasturi, West Orange, NJ
- Paul McElroy, Pfafftown, NC, Chair
- Martin Romeril, Bethlehem, PA
- James Tarpey, Sunset Beach, NC
- Elizabeth Warnecki, Ladson, SC
- Lillian (Beadsie) Woo, Durham, NC

Members Absent

- Bessie Moore, Mt. Laurel, NJ
- Steve Rue, Mechanicsville, VA
- Lyn Sinnamon, Arlington, VA

Staff Present

- Nancy L. Ferree, TAP Program Manager
- Inez E. De Jesus, TAP Program Analyst & Note Taker

Welcome

Area 2 Chair Paul McElroy opened the meeting by welcoming everyone.

Roll Call

Quorum of 9 was met; 13 members were present.

Joint Committee Report

Chair McElroy shared that on April 5, 2006, the Joint Committee approved the following two issues elevated by the area 2 Committee:

- Issue 3572, Consolidation of Schedule D & D-1 &
- Issue 3390, Timely Response Required on Envelopes



McElroy congratulated the committee for the teams' efforts in working the elevated proposals, specifically to the subcommittees work. He explained why the email sent by Inez on April 6th to the committee was addressed: "Message from Chair Paul McElroy from the Mountain Top" since he happened to be in the mountains of North Carolina at the time.

McElroy shared that the TAP Annual Meeting will be held in D.C. during the week of December 11, 2006. He requested that Inez send an email out to all with this information. **Action item for Inez.**

McElroy also shared that there will be a meeting with the IRS Commissioner on April 20, 2006; there will be six TAP representatives and three of these are from area 2: Paul Brubaker, Sonny Kasturi, and Beadsie Woo.

Review & Approve Meeting Minutes- March 15, 2006

These minutes were approved by consensus.

Review "Draft" Proposal-Pub 393 & Household Employment Filing Requirements, Issue 3702

Sub-committee Team Leader Martin Romeril shared that they were down to one minor issue regarding taxpayers need to file Form 1099 Miscellaneous. The sub-committee hopes to have the final proposal for the Quality Review Team to review prior to the next monthly meeting.

Sub-committee Reports:

1. *On Hold Wait Time, Issue 3685*

Lee Congdon reported that a list of questions for the subject-matter-experts was submitted to Nancy Ferree and she is currently in pursuit of the answers. Nancy shared that she has received a response back that written answers will be available within the next 2 weeks. This resulted in dialogue and the following request was made by the sub-committee:

Action item for Nancy: She will give a heads up to the multiple subject-matter-expert(s) that written answers are acceptable by May 1st, and this is to be followed by a conference call with the subject-matter-expert(s) a week after receipt of the answers.

2. *Revise EFTPS Registration Procedures, Issue 3736*

Elizabeth Warnecki reported that she has gone through the process of registration. At this time, she is not certain if there might be a need for a subject-matter-expert. Beadsie commented that there used to be a check-off box option. Elizabeth stated that there is a site she has not been on yet but will do so soon and keep everyone informed.

3. *Filing of W-2's & 1099 Misc. Electronically, Issue 3747*

Bob Haines and Paul McElroy both reported on the progress of the subcommittee work with this issue. This issue needs to be expanded. The original issue statement read: "The IRS should develop a system that would allow payers with less than 20, 1099's to file them on-line." They have learned that this can be done now; what there is a need for, is to do a better job of documenting it. The issue statement should now read: "You can now do a better job of documenting it." Beadsie Woo stated that we should identify an easy way of doing it and make information more easily available.

Action item for Paul McElroy and Inez: compose a follow-up letter to the submitter of this issue, Citizen from VA, with an explanation of where information is available.

Outreach Events Reports and Recruitment

McElroy stated that this committee continued in the month of March 2006, to do an excellent job of "Outreach". He expressed kudos to JoAnn Davis since she had 7 different activities ranging from contact with one individual to thirty-five persons.



McElroy reminded everyone that this report is available on TAP Speak, and asked if there were any upcoming events. There was no response to this. McElroy concluded by telling the committee to: "Keep up the good work".

Nancy Ferree reminded everyone that we were in the final days of "Recruitment for Panel Members"; the last day is April 28, 2006. She suggested that as panel members conduct outreach that they use this opportunity to spread the word about recruitment and refer interested parties to the TAP website.

New & Parking Lot Issues Report from the Screening Committee

Screening Committee Chair Emilio Cecchi opened this portion of the meeting by expressing his appreciation to all for their assistance and he made reference to the emails he has sent out with summaries of the recommendations made by the Screening Sub-committee.

Cecchi mentioned that at the face-to-face meeting in Philadelphia in June 2006, there will be a portion of the meeting dedicated to "Screening Committee Procedures."

The date for the May Screening Committee teleconference has not been scheduled yet. Cecchi will send an invite to the entire committee once a date is assigned.

It was agreed that if there are no objections after Cecchi references an issue and the screening committee's recommendation, then it is assumed that the recommendation is being accepted by the area 2 committee.

Cecchi began with "New Issues"

Issue 3868, Object Sale of Private Taxpayer Information to Third Parties — recommendation is to keep this in the screening committee and review again in May since both Congress and the National Taxpayer Advocate are currently reviewing this matter. Preference is to wait and see.

Recommendation accepted.

Issue 3634, VITA Preparation of Schedule C— this issue was previously sent to the TAP Vita Issue Committee and returned back to area 2. Recommendation is to make it "Active" and assign to the previous sub-committee which was composed of Brubaker, Bly, Cecchi, Sinnamon, and Woo. Brubaker mentioned that we did receive direction from the IRS on what they may and may not accept.

Cecchi suggested that the IRS' suggestions be shared with all and a teleconference be scheduled for the sub-committee to address this matter. **Recommendation accepted.**

The next group of issues that were addressed by Cecchi: "Postponed Issues"

Issue 3228, E-filing Alternates & Interactive Forms— Recommendation is to make this issue "Active" and to consider the suggestions to the IRS to alleviate the burden of the taxpayer regarding free e-file process. **Recommendation accepted.**

Issue 3740, Offer-in-Compromise (OIC) Appeals Process—Recommendation is to make this issue "Active" and to make sure that the work of the NTA should be monitored so that there is no duplication of efforts. **Recommendation accepted.**

Issue 3742, Exceptions to Private Letter Ruling Fee Increases— Recommendation is to make this issue "Active" and assign to Sonny Kasturi and Lyn Sinnamon. **Recommendation accepted.**



Issue 3743, Revise Form W-9 & LLC Instructions— Recommendation is to make this issue “Active” and to assign to Lee Congdon. **Recommendation accepted.**

The next group of issues that were addressed by Cecchi: those that had been in “Parking Lot” status for a while:

Issue 3302, Direct Number to AUR Unit for Practitioners— a notation was made that this issue is NOT connected to Issue 3685; Recommendation is to drop this issue. **Recommendation accepted.**

Issue 3446, Review Qualifications of an E-file Transmitter— Recommendation is to drop this issue. **Recommendation accepted.**

Issue 3456, Education Program on IRA’s to Seniors— This issue seems to be more of a personal financial planning matter and not in the TAP area of responsibility. Recommendation is to drop this issue. **Recommendation accepted.**

Issue 3636, W-4 Percentage Option Request— Recommendation is to drop this issue. **Recommendation accepted.**

Issue 3609, Review Processing of Form 4868— Recommendation is to make this issue “Active”. **Recommendation accepted.**

Issue 3737, IRS Correspondence to Provide Contact Information— Recommendation is to drop this issue. **Recommendation accepted.**

Issue 3739, Suggested Delayed Billing/Rewording of Notices— Recommendation is to make this issue “Active”- this is a burden to the taxpayer. **Recommendation accepted.**

Issue 3741, Automated Collection System (ACS) Line has Six Options— Blanche Davis shared her experience via email when she phoned the ACS toll free number, 1-800-829-3903. Recommendation is to make this issue “Active”. **Recommendation accepted.**

This concluded the screening committee’s report on their recommendations which were all accepted. Emilio Cecchi expressed his appreciation to both Blanche Davis and JoAnn Davis for all the work they provided to the screening committee. Cecchi informed everyone that he will continue to share screening committee information via emails.

The committee expressed their appreciation for all the efforts of the screening team.

Action item for Inez: Send out a list to the entire committee of all the current “7 Active” issues that do not have subcommittees assigned to them, and request that panel members rank these in priority order in which they should be worked. Also, if the member has an interest in working a particular issue, he/she should make it be known. Inez will then coordinate the responses and report back to the committee.

Public Input
None



Closing Assessment/Q&A

Area 2 Committee has received responses from the IRS on proposals elevated, these are:

- TAP 05-032, Publication 554, Older Americans Tax Guide, approved by the Joint Committee on September 2005 and response was received on April 19, 2006.
- TAP 05-033, Form SS-4 & LLC's, approved by the Joint Committee on October 27, 2005 and response received on April 18, 2006.
- TAP 05-056, Forms W-7 and 1040NR Changes, approved by the Joint Committee on December 21, 2006 and response received on April 19, 2006.

These have all been sent to the committee by email.

Chair McElroy shared that since these were just received; he wanted to give the committee time to review the responses; this will be an agenda item for next month's meeting. **Action item: Add IRS responses to the May 17, 2006 agenda, for committees review.**

The face-to-face meeting in Philadelphia, June 22-24, 2006 was briefly discussed. The leadership team will be meeting shortly with the TAP Staff in order to create the agenda for both May 17th teleconference and the June face-to-face meeting. Inez mentioned that she was close to finishing the agenda templates and will be scheduling a meeting soon. We need to allow ample time so if there is a need for subject-matter-experts, that DFO Terry Mapp has time to make the appropriate arrangements. **Action item for TAP Staff.**

Cecchi added that the screening committee's procedures should be an agenda item for the upcoming face-to-face meeting.

McElroy reminded everyone to fill out the meeting satisfaction survey and submit these to Inez.

Chair McElroy adjourned the meeting and thanked everyone for their participation.

***Please note:** Next Teleconference Meeting is scheduled for May 17, 2006 at 2:30 PM ET; Dial in information will remain the same until further notice.

****Certification: These minutes were approved by the TAP Area 2 Committee by consensus on May 17, 2006.**



Area 2 Committee Meeting Minutes

Date: March 15, 2006

Via: Teleconference

Designated Federal Official

- Terry Mapp, LTA Philadelphia

Panel Members Present

- Bill Bly, Wayne, PA
- Paul Brubaker, York, PA
- Emilio Cecchi, N. Bethesda, MD
- Lee Congdon, Washington, DC
- JoAnn Davis, Scott Depot, WV
- Blanche Davis, Rehoboth Beach, DE
- Robert Haines, Lebanon, NJ
- Sonny Kasturi, West Orange NJ
- Paul McElroy, Pfafftown, NC
- Bessie Moore, Mt Laurel, NJ
- Martin Romeril, Bethlehem, PA
- Thomas (Steve) Rue, Mechanicsville, VA
- Lynwood Sinnamon, Arlington, VA
- James Tarpey, Sunset Beach, NC
- Elizabeth Warnecki, Ladson, SC
- Beadsie Woo, Durham, NC

Staff Present

- Nancy Ferree, TAP Manager
- Inez De Jesus, TAP Analyst

Guests

- Susan Diehl, Philadelphia, PA

Quorum

Quorum is met. (9)

Approval of prior meeting minutes

The minutes of February 15, 2006 were approved by consensus.

Update on Philadelphia Face-to- Face meeting

The meeting will be held June 22-24, 2006 in Philadelphia, PA. The meeting will begin during the afternoon of June 22nd. TAP Analyst Inez E. De Jesus will be handling the hotel reservations at the Holiday Inn, Historic District, in Philadelphia. TAP Secretary Jenny Reyes will contact everyone about travel arrangements approximately 30 days prior to the event. Terry Mapp confirmed she has reserved a training room at 600 Arch Street, Philadelphia, PA for June 22nd and June 23rd. This is a federal building so please bring a picture ID in order to enter the building. On Saturday morning, June 24th, the meeting will be held at the hotel. More information will follow soon. Please start thinking about the



agenda, and what items you would like covered, as well as any subject matter experts that may be needed. There will be no teleconference call the month of the face-to-face meeting.

Review/Approve Proposals

Sonny led a discussion of the **Schedule D & D-1 proposal**. Sonny mentioned he did a cost savings estimate for this proposal. Sonny answered questions from the panel members. Some members made suggestions for improving the wording of the proposal. Further discussion ensued among panel members. Joann Davis suggested a re-wording of the goal statement. Inez made the changes. More discussion ensued. Sonny stated that this recommendation relates to reducing taxpayer burden, rather than costs. The group agreed by consensus to send the referral to the Joint Committee.

The next item discussed was **"Timely Response Required" on Envelopes**. The committee agreed by consensus to elevate this referral to the Joint Committee.

Sub-Committee Reports

- **On Hold Wait Time:** Lee Congdon outlined the viewpoint of the sub-committee. The next step is to work with IRS personnel to see what changes are planned for the next year. Paul McElroy may have a contact to discuss this issue with. Some of these issues are standard options for telephone systems. General observations made are:
 1. Providing wait time is an important feature
 2. Don't offer the caller many options
 3. Resources are better utilized by providing more personnel to answer calls
 4. Remind the caller about IRS.gov.
 5. Give wait time in minutes
 6. Indicate there will be no more messages until the call is answered
 7. Repeated messages could be annoying
 8. Give a status update so the caller doesn't think he has been hung up on
 9. During heavy call volume, modify the message to advise to call back some time in the future based on low call volume times
 10. Some features are trade offs. Routing to a person, may land the caller with someone who doesn't know the answers
 11. A degree of consistency among all the toll free lines is a good thing.

The goal is to elevate in April. The sub-committee will coordinate a time for the program owners to address the issues by email.

Beadsie suggested everyone announce their name prior to speaking. Everyone agreed.

- **Pub 393 Household Employment:** Martin Romeril led the discussion. Three suggestions to handle the issue:
 1. The forms were reviewed and there is a box on the form to check if the filer will no longer need to file
 2. Another is to put the box on the front of the form at the top
 3. The instructions should be made clear that the household is the business for purposes of filing this form. Most persons who file this form do it voluntarily and need to have a clear and easy method of filing the form. Martin will type the form and route it through the quality committee. Sonny suggested that the completed form be sent to the sub-committee then to Inez. Everyone agreed.



Outreach Report

Paul McElroy reported that the February report is on TAPSPEAK. McElroy complimented members for outstanding outreach events this past month and in January. Even the new members are doing outreach. Lee attended a congresswoman's event (Eleanor Holmes Norton sponsored a tax day with more than 800 attendees) and spoke to about 10% of the attendees.

General comments and Joint Committee Report

The TAP Charter has been updated and signed. Panel members will be given the option of two or three year terms. Please be sure to respond to the email from Bernie. New members will be asked their preference next year after completing their first year.

The town hall meetings are continuing. The next meeting is in Jackson MS.

Recruitment is beginning March 21, 2006. Interested persons may apply on line thru the TAP website. (www.improveirs.org) by no later than April 28, 2006.

The TAP Annual Meeting will be in Washington DC during the week of November 13, 2006. Everyone attends.

Panel Members will meet with the Commissioner – dates TBD.

Bru, Lee and Emilio attended the IRS Oversight Board meeting in Washington DC. Bru represented the TAP Chair.

The TAP Chair Training was held in San Diego, and was a great success. Evaluations were consolidated and will be put on TAPSPEAK. Pipeline training will be available to all members and may be presented at the Annual Meeting.

If anyone has trouble with TAPSPEAK, please contact Nancy Ferree who will help.

Joint Cmte meetings—two face-to-face meetings. The chairs of each committee attend. The vice chairs attend if the chairs cannot.

Members can reference the federal travel website for information on available flights. www.fedtravel.com/gsa. Nancy will send the website to everyone.

Screening Committee

Emilio led the discussion regarding the recommendations of the screening committee. Paul reviewed the ground rules. After each issue is discussed, the committee will advise by consensus if there is agreement on the issue recommendation.

New Issue: 3743 –Form W-9 & LLC instructions- more information needed. Hold for next month screening committee.

Issue 3746- Dependency validity- exemption for the child. Drop this issue as this is not a TAP issue.

Issue 3747- Improve electronic filing – notate as Active

Issue 3757- K 1 Form to the taxpayer- Drop this issue as not a customer service issue

Issue 3735- State income tax treatment by IRS- Not an issue, Drop.

Issue 3736- Revise the EFTPS registration process--Active

Issue 3740- OIC appeals process- to be reviewed at the next screening meeting

Issue 3742- Private letter rulings user fees- move to the next screening meeting.



Issue 3228- e-filing alternatives & interactive forms- There were objections to dropping this issue and it was decided that it would be reviewed next month by the screening committee.

The remaining issues are moved to the next month's agenda. Paul thanked the screening committee for the great job they did.

Guest

Ms. Diehl asked about how to bring up issues. Paul advised to call in to the toll free line, or email. Issues can also be input to the TAP website. www.improveirs.org.

The chair requested everyone please prepare the meeting survey form.

Emilio requested everyone please review the issues on TAPSPEAK prior to the meeting, so the process will go quickly. Emilio will prepare an email to everyone for their information.

The meeting was closed.

The next teleconference meeting is scheduled for April 19, 2006, at 2:30 PM ET.

These minutes were approved by the TAP Area 2 Committee on April 19, 2006.



Area 2 Committee Meeting Minutes

Date: February 15, 2006

Via: Teleconference

Designated Federal Official

- Eileen DeLeo (Acting for Terry Mapp)

Members Present:

- Bill Bly, Wayne, PA
- Paul Brubaker, York, PA,
- Emilio Cecchi, North Bethesda, MD, Vice Chair
- JoAnn Davis, Scott Depot, WV
- Blanche Davis, Rehoboth Beach, DE
- Sonny Kasturi, West Orange, NJ
- Paul McElroy, Pfafftown, NC, Chair
- Martin Romeril, Bethlehem, PA
- Steve Rue, Mechanicsville, VA
- Lynwood Sinnamon, Arlington, VA
- James Tarpey, Sunset Beach, NC
- Elizabeth Warnecki, Ladson, SC
- Beadsie, Woo, Durham, NC

Members Absent:

- Lee Congdon, Washington, DC
- Robert Haines, Lebanon, NJ
- Bessie Moore, Mt. Laurel, NJ

Staff Present:

- Nancy L. Ferree, TAP Program Manager
- Inez E. De Jesus, TAP Program Analyst/Note Taker

Welcome

Chair Paul McElroy opened the meeting by welcoming everyone. He reminded everyone that we had a lot to cover on the agenda and asked if anyone had any objections to remaining on the call if we ran over.

An announcement was made that Designated Federal Official (DFO) Terry L. Mapp will not be on today's call, but she has assigned Eileen DeLeo to participate on her behalf.

Roll Call

Quorum of greater than 50% (9 members) was met; 13 members were present.

Announcement of Chair & Vice-Chair

TAP Program Manager Nancy L. Ferree reported that since Paul Brubaker (Former Area 2 Chair) was elected during the annual meeting as the TAP Vice Chair, this affected the chair and vice chair



occupants for this committee. As a result, Paul McElroy is the Area 2 Chair and Emilio Cecchi is the Area 2 Vice Chair.

Review Administrative Minutes – January 12, 2006 in D.C.

Ferree reminded everyone that the annual meeting in Washington, DC was an administrative meeting, and not guided by FACA (Federal Advisory Committee Act) guidelines. The January minutes are available on TAP Speak.

Vote on Face-to-Face Location- DC, Philadelphia, or Charlotte, NC

Analyst Inez E. De Jesus shared that she had done a cost estimate for the cities that this panel had shown an interest in holding their face-to-face meeting from June 22-24, 2006. (Travel days: June 21st, and the afternoon of June 24th).

Results from the lowest to the highest cost are DC, Philadelphia, Charlotte, NC, and lastly Charlottesville, VA. Many members had mentioned that they had just gone to DC and would prefer another location. Ferree stated that budget was a big concern this year. De Jesus also mentioned that several hotels in Charlotte would not honor the government rate.

Acting DFO Eileen DeLeo shared that Terry Mapp had her staff conduct preliminary scouting efforts to identify hotel availability in the event Philadelphia is selected for the face-to-face. There will be many conventions going on during the week of June 19th, and many hotels are already booked. Mapp has secured temporarily reservations at the Embassy Suites-Philadelphia Center City. The plan so far is to hold the meetings during the day at the IRS office at 600 Arch Street, and on Saturday, June 24th, hold the meeting in one of the hotel's conference room at a lower rate than usual.

Decision: Committee agreed on **Philadelphia**, but James Tarpey stated that since he was from Philadelphia and had contacts at a Holiday Inn that is located closer to the IRS office, he will look into this and get back to the area analyst with the results. **Follow-up action required for Tarpey.**

Sub-committee Reports

1. Schedule D-"Draft" Proposal- Sub-committee chair Steve Rue inquired if there were any objections to the draft proposal that had been shared with everyone. There were no objections. Next steps: the subcommittee with the assistance of the area analyst will finalize the proposal by using the correct form and format; it will then be sent to this committee's new Quality Review Committee, and the goal is to have the final product on the agenda for next month's meeting to obtain the committee's approval before elevating this issue to the Joint Committee.
2. Schedule C By Vita- Sub-committee chair Beadsie Woo turned this over to Brubaker and McElroy who both are on the new TAP VITA Committee. The IRS Program Owner has indicated that she is interested in this issue and that it may be forwarded to the VITA Committee. If this issue is considered by the IRS, this committee will receive credit for submitting it. Kasturi stated that there are some VITA sites that train their volunteers to prepare this form. Afterwards, there were no objections to this. Next steps: Analyst is to transfer this issue to the VITA Committee via the contact database.
3. Form 4868 - Sub-committee chair Lyn Sinnamon reported that this subcommittee has not met yet since this is the filing season and many as himself have been busy. He suggested that this issue be placed in the "Parking Lot" status until April 2006, and it be presented again for discussion during the May 17th call. After the filing season, this team will meet and see if this is still an issue. There were no objections to this. Next steps: Analyst is to change the status of this issue on the database and monitor it until April/May 2006.
4. On Hold Wait Time - Sub-committee chair Paul Brubaker shared that this team had not met yet but it plans on meeting within the next month and should have information to share with the entire committee by next month's call.



5. Envelope Issue - Sub-committee chair Bill Bly provided for the benefit of the new members a brief background on this issue. A vote was taken and there were no objections for the committee to move forward with the drafting of a new proposal using the new form and format. This will be coordinated between this team and the area analyst. This proposal will then be sent to the new area 2 Quality Review Committee, and the goal is to have the final product on the agenda for next month's meeting to obtain the committee's approval before elevating this issue to the Joint Committee.

Outreach Events Reports

Chair McElroy briefly provided an overview of this committee's Outreach Activities Report for the month of January 2006, which is available on TAP Speak as well. He was impressed with this panel's various and many activities throughout January. He reminded everyone that if any expenses are going to be incurred that this had to be sent prior to the event to Nancy Ferree for approval. Also, that after the event, the Speakers Report needed to be sent to Inez who captures this information into the Outreach Database.

McElroy inquired if anyone had plans for the remainder of this month and the responses were as follows:

- James Tarpey will have an event on February 21, 2006. Tarpey requested outreach supplies from the staff for about 100 persons.
- Beadsie Woo will be conducting outreach at her work place on February 22nd,
- McElroy himself on March 2nd with a Senior Citizens' group.
- Emilio Cecchi has been obtaining opportunities to conduct outreach through Montgomery College and VITA contacts.

New Issues/Screening Committee Report

Vice Chair Emilio Cecchi opened this session by sharing that this new team composed of himself, Bill Bly, JoAnn Davis, James Tarpey and Lee Congdon met via teleconference on February 9th. Although Congdon was not able to participate he did send his comments which were incorporated during their discussion. (Nancy and Inez also participated on this call) Cecchi stated that this is a new team and it is a work in progress and the team welcomes any suggestions others may have in order to improve the process.

The team has created a recommendation system as follows:

Recommendation #1 means this issue is a real issue, impacting the taxpayer, and it is in TAP's responsibility to take it into consideration.

Recommendation #2 means we do not have enough information on this issue and we should know more about it before a decision is taken. If the area 2 committee accepts this issue, Inez will conduct the appropriate research.

Recommendation #3 means that area 2 should not take it into consideration because it is not within TAP's mission, or it may be currently addressed by another area committee.

Cecchi then went on to provide the committee with the following report on behalf of the screening committee:

1. Issue 3732-Order IRS Forms & Publications through IRS Website- Recommendation to cancel was accepted by all since the IRS website already provides this service.



2. Issue 3735-IRS Treatment of State Income Tax Deductions- Recommendation #2 accepted by the panel; this issue will be reviewed at the March Screening Committee meeting after more information is collected.
3. Issue 3736-Revise EFTPS Registration Procedure-Recommendation #2 accepted by the panel, this issue will be reviewed at the March Screening Committee meeting after more information is collected.
4. Issue 3737- Require IRS Correspondence to Provide Contact Information- Recommendation #1 accepted by the panel and Inez will update the status of this issue to "Parking Lot."
5. Issue 3738- One Stop Customer Service- Recommendation #1 accepted by the panel and Inez will update the status of this issue to "Parking Lot". Committee discussed further and all agreed that this issue should be consolidated with Issue 3737.
6. Issue 3739- Suggest Delayed Billing or Rewording of Notices- Recommendation #1 accepted by the panel and Inez will update the status of this issue to "Parking Lot."
7. Issue 3740- Offer-in-Compromise (OIC) Appeals Process- Recommendation #2 accepted by the panel, this issue will be reviewed at the March Screening Committee meeting after more information is collected.
8. Issue 3741-Automated Collection System (ACS) Line has 6 Options- Recommendation # 1 accepted by the panel, and Inez will update the status of this issue to "Parking Lot."
9. Issue 3742- Exceptions to Private Letter Ruling Fee Increases- Recommendation #3 changed to #2- based on discussion during the call; this issue will be reviewed again by the screening committee during their March meeting.
10. Issue 3702-Revise Pub 393-Household Employment Filing Requirements- This issue is already being addressed by a subcommittee composed of Romeril and Woo, and during today's call: Kasturi and Cecchi have joined this team. Inez is to update the status of this issue to "Active".

The Screening Committee was asked to rank the recommended issues so that the area committee could determine which issues to work on first.

Public Input

None

Follow-up Action(s) required on the following issues:

- James Tarpey will be making some inquiries with a Holiday Inn Hotel in downtown Philadelphia, in order to get rooms for the committee's face-to-face meeting in June 2006. Tarpey will be reporting back to area analyst and the committee on his findings prior to the next call.
- Inez is to work with the Schedule D sub-committee in finalizing the proposal and making sure it is reviewed by the Quality team prior to next month's call.
- Inez is to transfer Issue #3634, Preparation of Schedule C by VITA, electronically to the new TAP VITA Committee.
- Inez is to change the status of Issue # 3609, Review Processing of Form 4868, Automatic Extension to File, to "Parking Lot" status and monitor it.
- Inez is to work with the Envelope sub-committee in finalizing the proposal, and making sure it is reviewed by the Quality team prior to next month's call.
- Inez is to send outreach materials to James Tarpey prior to February 21st.
- Inez is to update the contact database accordingly to all the issues that were discussed during today's call.
- Nancy Ferree is to follow up on Bessie Moore.

Closing Assessment/Q&A

Members were reminded to fill out the meeting satisfaction survey and to submit it directly to Inez who will consolidate the results and share this information with the entire panel.



Brubaker made a motion and it was accepted that a **Quality Assurance Review Committee** be created and its primary function will be to review proposals before they are elevated to the Joint Committee (between subcommittee and whole committee). Volunteers for this team are: Sinnamon, J. Davis, and J. Tarpey.

Concern was expressed towards panel member from New Jersey, Bessie Moore, and Nancy stated that she will be following up on this.

Chair adjourned the meeting.

Please note: Next Teleconference Meeting: March 15, 2006 at 2:30 PM, dial in information will remain the same until further notice.

***Certification: These minutes were approved by the area 2 committee by consensus on March 15, 2006.**