



2007 Meeting Minutes Area 7

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Area 7 Committee Meeting Teleconference Minutes November 28, 2007

Designated Federal Official

John Tam

Attendance

Margaret Ferguson
Dave Jones
MJ Lee
Iris Sosa
Howard Stahl
Wayne Tanna
Wayne Whitehead, Chair
Doug Wilhelm
Gil Yanuck

Absent

Charles Davidson
Greg Gurse
Tom Karwin

TAP Staff

Janice Spinks, TAP Analyst
Bernie Coston, TAP Director (in part)

Opening/Welcome

John opened the meeting and began by thanking all of the outgoing Area 7 members. Each was thanked for all of their hard work and contributions to TAP and the Area 7 Committee.

Roll was taken. A quorum was met.



Announcements

TAP Director, Bernie Coston took the time to express his appreciation to all of the outgoing members as well. He thanked each for their commitment and dedication to the program and indicated all of them did phenomenal work during the last three years.

The outgoing Area 7 Members are, Iris Sosa, Doug Wilhelm, Gil Yanuck, and Tom Karwin.

Questions/Comments: Wayne W. expressed appreciation to Bernie for sending out a copy of his monthly reports.

Gil congratulated Bernie on the caliber of staff he manages.

Bernie in turn commended the staff for the support and efforts they put forth in working with the panel members.

Margaret also expressed her appreciation for the staff's support and indicated the staff is great.

Bernie advised the outgoing members that each of them would be receiving an exit survey. Members were encouraged to take the time to complete the survey, which would be used to improve the TAP Program. He also indicated each outgoing member would be receiving a token of appreciation.

Annual Meeting Update and Joint Committee Report – Judi Nicholas

Wayne indicated everyone should have received a packet of Annual Meeting pre-read material, which included a draft agenda. Judi indicated with the exception of confirmation of some of the guest speakers, there have been no changes to the agenda.

A draft of the combined Area 6 & 7 agenda will be sent to everyone for review. Judi encouraged members to look for opportunities during this meeting to interject comments that will assist new members gain a better understanding of some of the issues.

Area 7 Annual Meeting Agenda

The 2006 Area 7 Annual Meeting agenda was used as a guide in formulating the 2007 agenda.

Judi asked members to participate in making presentations during the "Overview of TAP by Returning Members" as was done last year.

ACTION: Judi and Wayne will make assignments and advise members accordingly.

The Joint Committee Report will be moved to the Overview portion of the agenda and Wayne W. will make the presentation, with MJ's assistance.

Judi asked all members to please bring their 2008 calendars with them for setting dates/times for teleconferences and face to face meetings.

DECISION: Area 7 members agreed to hold their face to face meeting early in the year.

ACTION: Judi will propose some dates for consideration during the Annual Meeting to help facilitate the discussion.

Judi recommended new members be placed in sub-committees prior to the meeting and during the meeting the sub-committees would meet separately to discuss issues that have been assigned to them. Additionally, each sub-committee would provide a brief report to the full committee.

It was requested that when new members are placed there be a balance in terms of those who are tax preparers/practitioners.



ACTION: Judi and Janice will determine the time for the sub-committees to meet during the Annual Meeting. A draft agenda will be prepared and sent to members for review and feedback.

Janice will prepare a status report of all Area 7 issues.

Sub-Committee A Updates – Dave Jones

The sub-committee currently has three active issues which require more research.

- #4276 VITA/TCE site locations on the web – Charles is the issue champion and was not present to provide an update.
- #4368 Copy of Returns Disclosure – Iris is the issue champion and she reported that the research she received does not speak directly to the taxpayer’s issue. More research is to be done on this matter and it will be taken up during the annual meeting. Specifically, when a F. 4506 (Request for a tax return) comes in, what is the process for pulling the return? Dave volunteered to take on this issue as Iris will not be attending the annual meeting.

ACTION: Janice will see if we have contact information for the individual that submitted the issue and refer him to TAS since he paid for the copy of his return and has yet to receive it.

Sub-Committee B Updates – Howard Stahl

Howard reported that the committee has two issues that are currently in active status.

- #4367 Unregistered Tax Preparers – Howard indicated the sub-committee discussed this issue and was prepared to make a recommendation that that Topic 254 (on the IRS web-site) be updated. Information was provided indicating this particular matter is currently in the process of being changed via a congressional bill.

ACTION: Janice will conduct research to see if the bill has passed into legislation. The research results will be brought to the Annual Meeting.

- #4337 Practitioner Hotline – Research is pending on this particular issue. The research results will be brought to the Annual Meeting.

Janice informed members that she has added several new issues on the database and will assign them to the sub-committees prior to the Annual Meeting. Preliminary research on the issues will be conducted as appropriate. It is anticipated that each sub-committee will have about five issues to review during the Annual Meeting.

September Outreach – Charles Davidson

In Charles absence, Judi provided an overview of what members could expect during the Annual Meeting as it relates to Outreach. There will be two workshops;

- New Members – this workshop will cover, “what is outreach?”, the outreach toolkit, media specialists who will provide do’s and don’ts as it relates to media interviews
- Returning Members – this workshop is designed to be a sharing of ideas and best practices. It will be a facilitated discussion where members will be asked to share what worked, challenges, etc.

Judi indicted the Communications Committee will be making a recommendation to the Joint Committee which calls for all Area Committees to set outreach goals and produce a bar chart similar to the one created for Area 7.



It was suggested that perhaps Vice Chairs should be put in charge of monitoring outreach efforts and provide ongoing feedback/encouragement to members.

Closing Comments

Gil indicated it has been a great opportunity to work with all of the panel members and such a great staff.

Iris indicated she appreciated the opportunity to work with TAP and it was a very good experience.

Doug indicated his tenure with TAP has been an enjoyable and fun experience...the staff was very supportive and exceptional.

Wayne W. indicated it has been a cheer serving as the Area 7 Chair this year.

John once again thanked the outgoing members and indicated they have all set high standards for everyone remaining on the Panel.

Next Meeting Date: The next Area 7 meeting will be held during the Annual Meeting December 10th – 14th



**Area 7 Committee Meeting
Teleconference Minutes
October 17, 2007**

Designated Federal Official

Judi Nicholas

Attendance

Charles Davidson
Dave Jones
Tom Karwin
MJ Lee
Iris Sosa
Howard Stahl
Wayne Tanna
Wayne Whitehead, Chair
Doug Wilhelm
Gil Yanuck

Absent

Margaret Ferguson
Greg Gursej
John Tam (DFO)

TAP Staff

Janice Spinks, TAP Analyst
Marla Ofilas, TAP Secretary

Opening/Welcome

Wayne opened the meeting. Roll was taken and a quorum was met. Judi Nicholas served as the DFO in John's absence.

Annual Meeting Update and Joint Committee Report – Judi Nicholas

Judi provided a high level description of the Annual Meeting agenda. The dates for the meeting are Monday, December 10, through Friday, December, 14, 2007. The meeting is being held in Washington, DC at the Fairmont Hotel. We will use the same outline as last year. New member Orientation will be held Monday, December 10, 2007. The general session will be held Tuesday. Area 6 & 7 will have a combined meeting on Tuesday, Area Committee meetings will be held on Wednesday, Issue Committees will meet Thursday and the Annual Meeting wrap up will be Friday December 14, 2007.

Judi asked members to think ahead regarding the combined Area 6 & 7 meeting and individual Area meeting agendas. She would like to see more member involvement in making presentations and asked members to send her and Wayne an e-mail if interested in presenting as well as any other topics of interest.

Judi indicated there will be four new members joining Area 7, one from Nevada and three from California.



The agendas for 2006 were reviewed and discussion ensued as to whether the layout and topics from last year were suitable for this year. Some of the comments/feedback provided included the following;

- "There was enough pre-read material and I was comfortable with the agenda"
- There was frustration with the time issues...too much time under utilized
- "There needs to be an extended discussion on the role of a TAP Member and the IRS Staff...as well as how to advocate for the taxpayer"

Next Step

Wayne, Charles, Judi and Janice will meet to discuss the agenda and provide final decisions to the full committee during the November teleconference.

Judi asked the full committee if they would like to continue with their current standing committee meeting schedule, which is the third Wednesday of each month.

DECISION: The full committee agreed to continue with the current schedule. The sub-committees (A & B) will decide on their teleconference schedule once the new members have been assigned to a sub-committee.

Wayne reminded the members to R.S.V.P. regarding dinner reservations during the Annual Meeting, which is scheduled for Tuesday Dec. 11th.

ACTION: Members will email Wayne W. with their R.S.V.P. by C.O.B. October 17.

Sub-Committee A Updates – Dave Jones

The sub-committee members received five new issues. Three of the issues were dropped and two require further research. The remaining issues will be addressed during the annual meeting along with any new issues assigned to the sub-committee.

Sub-Committee B Updates – Howard Stahl

The sub-committee members received five new issues. Two of those issues were dropped and three require further research. The remaining issues will be addressed during the annual meeting along with any new issues assigned to the sub-committee.

September Outreach – Charles Davidson

There were six outreach opportunities reported by Area 7 members. The numbers were up for September, which was due in large part to the Tax Forum held in Anaheim. Members were encouraged to continue to look for outreach opportunities and ensure the information is reported to Janice upon request.

Member Comments: Nina Olsen's letter to Area 7 proposals

Members discussed the response by National Taxpayer Advocate (NTA), Nina Olson in relation to issue 05-016 TAS Authority to Release ACS Levies.

Issue Background

In 2005, the members of Area 7 submitted a referral to the Taxpayer Advocate Service stating that IRS does not include computer-generated Automated Collection System (ACS) levies upon wages in the category of systemic or automated levies under Internal Revenue Manual Section (IRM) 13.1.4.2.3.19(1). Accordingly, this interpretation deprives the Taxpayer Advocate Service of delegated authority to release an ACS levy, and thereby, creates a risk of delay that could cause irreparable harm to a taxpayer in a case where the taxpayer has shown the levy could cause statutory significant hardship.



The Proposed Solution by the committee indicated the IRS should classify ACS automated levies as systemic levies that TAS has delegated authority to directly release, as described in the aforementioned IRM Section.

The Response from the NTA indicated the following:

Presently, TAS employees have the delegated authority to release levies which are systemically generated in certain circumstances under provisions as described in IRM 5.19.9.1.1. This authority can be exercised only if two conditions are met: the levy must be systemically generated as under an automated levy program, and the account must not be open in another function. TAS employees must secure sufficient information to warrant the levy release under IRM guidelines, such as providing the levy is creating a hardship, but they are not overruling a substantive determination by the IRS because the levy was generate by computer.

A wage levy issued by ACS is not a systemically-generated levy, as an IRS employee must take into account substantive issues in the decision-making process. Such issues include analyzing financial information and determining alternative resolutions to collect the delinquent taxes. Thus, if TAS employees were given the authority to release an ACS wage levy, TAS would be overruling a substantive decision made by an IRS Compliance employee. Under the delegation order, the TAS employee would have to operate as an IRS Compliance employee and not as an advocate for the taxpayer. In addition, the taxpayer’s account is open in another function and TAS has not delegated authority to take action on the account.”

The full committee agreed that the NTA is aware of the problem and has recognized it as a “Most Serious Problem” in her 2005 Annual Report to Congress.

DECISION: The full committee agreed to drop the issue.

ACTION: Wayne W. will contact Mary Ann Delzer to inform her of the decision made by Area 7 concerning this issue.

Other Business

Marla indicated travel arrangements for the Annual Meeting should be complete by October 26, 2007. She will send an e-mail soliciting any travel preferences.

There will be more information forthcoming from Bob Meyers regarding the election process for Chair/Vice Chair. The elections will be done via e-mail and Steve Berkey will be the point person for tallying the votes.

Closing

Wayne closed the meeting.

Next Meeting Date: November 28, 2007.



**Taxpayer Advocacy Panel
Area 7 Teleconference Minutes
September 19, 2007**

Designated Federal Official (DFO)

John Tam

Margaret Ferguson
Greg Gurse
Dave Jones
Tom Karwin
Merijane (MJ) Lee
Iris Sosa
Howard Stahl
Doug Wilhelm
Gil Yanuck

Absent

Wayne Tanna
Wayne Whitehead, Chair
John Tam (DFO)

Staff

Janice Spinks, TAP Program Analyst
Marla Ofilas, TAP Secretary

Opening/Announcements

Judi Nicholas served as the DFO in John Tam's absence.

Judi opened the meeting and roll call was taken. A quorum was met.

Joint Committee Report – Tom Karwin

Tom provided the Joint Committee report. Tom reported that IRS has responded to all 50 outstanding TAP elevated issues. Barbara Foley, TAP Analyst, will be loading the responses on the TAP Database, which will give TAP an opportunity to decide if further action is needed.

MJ highlighted TAP's meeting with the Acting Commissioner, Kevin Brown and National Taxpayer Advocate, Nina Olson, which was held August 16, 2007. Overall the meeting was very productive. MJ provided highlights about the year's accomplishments and focused on the TAC Surveys. She also spoke about the Ad Hoc Committee's work. The document prepared by Maryann Motza and Dave Coffman, (which outlined how TAP operates) was well received. MJ indicated they are looking at potentially holding a mid-year meeting with the current Acting Commissioner, Linda Stiff.

Judi reported that the Chair/Vice Chair election process was shared by Wayne and they will continue the discussion at the Joint Committee face-to-face meeting in October. A final decision about the election process is expected to be made at that time.

Response to Issue #3959 (1040EZ)

The full committee reviewed the IRS's response to Issue #3959. The IRS denied TAP's recommendation to pursue implementing a Return-Free Tax System. The response was based on a report that found some taxpayers could potentially be exempted from filing requirements under the



current tax system. In addition, the report found that it would be problematic to shift to a Return-Free system without first simplifying the current income tax system.

Tom recommended sending a letter to Steve Bankhead who was the originator of the issue to see if he has any insight on the matter and to advise him of TAP's recommendation and the response received.

DECISION: After much discussion about the response and the feasibility of pursuing the matter further, the full committee agreed to drop the issue.

Sub-committee Assignments

Sub-committee assignments were made for the purpose of working issues. Area 7 has received 10 new issues which will be divided between the two sub-committees. Members were asked to meet via teleconference to discuss the issues that were received.

Each sub-committee will schedule a teleconference for October and November. Reoccurring teleconferences will be scheduled once new members are assigned to the sub-committees.

ACTION: Members were asked to send Janice available dates for October and November. Janice will consolidate member availability and schedule teleconferences for Sub-committees A and B accordingly.

August Outreach – Gil Yanuck

Gil reviewed the August Outreach Report for Area 7. Even though outreach efforts are not going in the right direction it is understandable. It seems to be the case that it is easier to get invited to outreach events during tax season. However, members are encouraged to continue their pursuits for outreach opportunities.

Gil indicated new Success Stories and an updated Power Point presentation have been added to TAPSpace. Both provide good information for members to utilize in conducting outreach events.

Margaret provided an overview of the Tax Forum held in Anaheim, which provided an excellent opportunity to publicize TAP and to gather new issues. Judi indicated TAP took a different approach to the Forums this year. In some instances marketing materials were only given to those who took the time to listen to a brief overview about TAP. One key addition to the Forums was the Focus Groups, which were conducted by Panel Members. This proved to be a very good addition to the Forums and gave the members an additional opportunity to solicit for new issues.

While the one-on-one outreach efforts are important, M.J. felt there would be a bigger impact if TAP Members were directly involved in holding Forums on their own. M.J indicated she is currently working on setting up such a session in her community.

Other Business/Member Comments

Judi indicated the Annual Meeting agenda (for Area 7) should include a discussion about Outreach Events for 2008.

Dave Jones made a suggestion that a draft News Release be prepared for new members to use prior to attending the Annual Meeting. The purpose of the News Release would be to publicize Panel Member attendance at the Annual Meeting as well as their appointment to TAP.

ACTION: The Press Release suggestion will be forwarded to the Communications Committee for further consideration.

There were no member comments. Judi closed the meeting.

The next meeting is scheduled for October 17, 2007.



**Area 7
Teleconference Minutes
August 15, 2007**

Designated Federal Official

John Tam, DFO

Attendance

Dave Jones
Margaret Ferguson
Greg Gurse
Iris Sosa
Howard Stahl
Wayne Tanna
Wayne Whitehead, Chair
Doug Wilhelm
Gil Yanuck

Absent

Charles Davidson, Vice Chair
Tom Karwin
Marijane (MJ) Lee
Marla Ofilias, TAP Secretary

Staff

Janice Spinks, Program Analyst
Judi Nicholas, Program Manager

Opening/Welcome

John opened the meeting. Roll was taken and a quorum was met.

John reported that the National Taxpayer Advocate (NTA) released the "2008 Objectives Report" to Congress on 7-19-07. John stated this report gets a lot of publicity and can be used as a bridge for outreach. Members were encouraged to review the document and use it in their outreach efforts. The report can be found on irs.gov.

Changes to the agenda – Wayne W.

- Judi was designated to discuss TAPSpace enhancements and recruitment as part of the Joint Committee (JC) report.
- Gil was designated to lead the discussion about the 1040EZ News Release proposal in Tom's absence, which will be discussed under Member Comments/Other Business. He will also lead the outreach discussion in Charles' absence.

Joint Committee Report

- **Recruitment Update – Judi Nicholas**

Judi reported that all of the interviews have been completed and recommendations have been made to Bernie. He is scheduled to meet with Nina to go over the list for her approval to send the names forward. Upon her approval, the package will go to the Commissioner's office and then to Treasury.



Judi also reported that TAP is at least 4-6 weeks ahead of schedule in recruitment compared to last year.

- **TAPSpace Enhancements – Judi Nicholas**

Judi informed members that the TAPSpace enhancements have been completed and highlighted some of the new features. Those who have not viewed the new site were encouraged to do so and to update their biography as well.

Overall comments about the enhancements were favorable.

Area 7 Issues – Judi Nicholas

This discussion was tied to the outreach charts that were part of the pre-read material. The charts showed the number of outreach events (for July) and the number of members completing the outreach for Area 7 and Area X.

According to the charts there was a significant absence of outreach for Area 7 while Area X had an abundance of events. It was noted that issues are generated through outreach and according to the comparison of the two areas; Area 7 is lacking new issues as a result of low outreach events. Members were encouraged to take advantage of outreach to gather more issues.

New Issues

During June's meeting it was decided to have new issues assigned to Sub-committees A or B, which were formed during the fact-to-face meeting. There were four new issues presented for assignment. A lead for each sub-committee was determined; Sub-committee A, Dave Jones and Sub-committee B, Howard Stahl.

Dave Jones recommended reassigning sub-committee assignments due to several members' term ending at the end of the year.

ACTION: Judi and Janice will make new sub-committee assignments.

The process for new Area 7 issues will be as follows.

- Issues will be assigned to the sub-committees
- Preliminary research will be completed
- TAP Analyst will contact the sub-committee members to schedule a meeting
- Research reports will be sent with meeting agendas as pre-read
- Issue reports will include the name of the sub-committee lead and issue assignment date
- The issues will be discussed at the sub-committee level
- Sub-committee recommendations will be brought to the full committee for discussion and a final decision

Issue Discussion – Timely notification of RMD

It was decided that this issue be discussed at the sub-committee level.

July Outreach Statistics – Gil Yanuck

Gil discussed outreach in Charles' absence. Gil pointed out (per the chart) that Area 7 began the year with 38 outreach events, which has since declined. Gil indicated new success stories have been added to the toolkit and a new power point presentation is to be added soon. Gil encouraged members to utilize these tools in their outreach efforts.



Iris reported that she went to a seminar dealing with taxes and was given permission to set up a table to hand out TAP literature. She will be attending a seminar in Anaheim and wanted to know how to secure marketing material.

ACTION: Iris is to contact Janice, letting her know what and how much material she will need.

During the next Area 7 meeting an agenda item will be to review outreach expectations and brainstorm ideas.

Process of Electing TAP Chair & Vice Chair – Wayne Whitehead

Wayne provided background concerning this issue as follows:

A proposal was presented to the JC to change the way the TAP Chair and Vice Chair are elected. During the last JC teleconference, it was decided that the Area Chairs would gather input and present it at the September JC teleconference.

Some ideas that were discussed during the JC meeting included the following:

- Continue to elect the Chair and Vice Chair at the start of the annual meeting, as is done now.
- Elect the Chair prior to the annual meeting. New members would be excluded from the Chair election (which they would "make up" in being able to vote in their third year), but allow new members to vote for the Vice Chair
- Form a nominating committee to select Chair/Vice Chair candidates

Discussion ensued among the Area 7 committee members regarding the pros and cons of the process. Comments included the following;

- Those who vote should exclude first year members
- First year members should not be eligible for nominations
- First year members should not be eligible for Area/Issue Chair positions
- Members should have experience before being placed in these leadership roles
- We should trust the judgment of those electing individuals and not bar anyone from the process
- A nominating process needs to be put in place at least 3-4 months prior to the annual meeting
- Suggestion from another Area Chair – TAP Chair/Vice Chair should have been an Area or Issue Chair before being nominated/elected as TAP Chair or Vice Chair. Many thought this was a good suggestion

ACTION: Wayne W. will generate an e-mail soliciting thoughts and ideas from Area 7 members, which he will compile and present at the next JC meeting.

Member Comments

1040EZ News Release - Gil reported on this issue in Tom's absence. Gil reported that the essence of the issue is, while Area 7 has elevated the issue to the JC who in turn has elevated it to the IRS, the sub-committee felt it would gain more prioritization by the IRS if the public was aware of the issue. The sub-committee was seeking the consensus among all Area 7 members to proceed with presenting this to the JC, asking them for approval in getting this published.

Discussion ensued about this issue; comments made are as follows;

- The goal is to put the spotlight on this issue as a way of drawing attention to the issue and TAP
- In favor of the news release, however, TAP should allow the IRS to work the issue before issuing a press release



- Believe it is premature to issue a press release...we should allow the IRS time to work the issue

Proposal

Area 7 send the issue to the JC for discussion/approval in sending the press release forward for publication.

DECISION/ACTION: Wayne will notify Barbara F. that a revised news release would be sent by 8-17-07 from Tom K. The revisions would include comments/suggestions made by MJ Lee. Gil indicated he would contact Tom to provide him with an update.

Other Business

Gil encouraged members to review the TAP Member Position Description recently loaded on the TAPSpace Home Page. It was noted that the roles and responsibilities of TAP members is clearly outlined in the document and will serve as a very good source for letting current and potential panel members know exactly what is expected.

Gil and others indicated the committee members that worked on the document are to be commended for doing such a wonderful job.

Closing

John thanked everyone for their attendance and for remaining on the call when the time went over.

Next meeting is scheduled for September 19, 2007.



**Area 7
Teleconference Minutes
July 18, 2007**

Designated Federal Official

John Tam, DFO

Attendance

Charles Davidson, Vice Chair
Margaret Ferguson
Greg Gurse
Tom Karwin
Merijane (MJ) Lee
Iris Sosa
Howard Stahl
Wayne Tanna
Wayne Whitehead, Chair
Doug Wilhelm
Gil Yanuck

Absent

Dave Jones
Judi Nicholas, TAP Program Manager
Marla Ofilias, TAP Secretary

Staff

Janice Spinks, Program Analyst

Opening/Welcome

John opened the meeting. Roll was taken and a quorum was met.

Joint Committee Report – Wayne Whitehead

Area 7 has two issues that have been reviewed by the Joint Committee (JC). Both issues have been elevated to the IRS. The issues are, #3959 (1040 EZ filing by the IRS) and # 4091 (Information about IRS Services).

Wayne indicated the JC had a discussion about developing a matrix for the IRS in terms of reviewing and responding to elevated issues. He will keep members posted on the outcome.

An inquiry was made as to when the other individuals would be selected for the Commissioner's meeting. No decision has been made to date.

Area 7 Report to Joint Committee- Wayne Whitehead

Wayne asked for feedback about the report. Members had no comments or concerns and felt the report was complete.

Wayne will continue to share the reports with members.

Issue- F.SS-04 – Iris Sosa

Iris reported that she went to the IRS web-site and tested the new form and discovered that most of



the problems have been rectified.

DECISION: No further action is needed on this issue.

June Outreach Statistics – Charles Davidson

According to the monthly outreach chart there were six outreach events for June. There is a noticeable downward trend. Members were reminded of their responsibility in conducting and reporting outreach events.

Iris reported that she was in the Anaheim 4th of July Parade, which went well. She rode in a car which was adorned with TAP information. There were approximately 2000 people in attendance. She will send pictures of the event.

Area 7 Issues

Dave reported that he has two issues that he is considering forwarding to Janice for input. One issue deals with the new cash contribution guidelines and the other deals with required minimum distributions for IRA's.

MJ brought up an issue concerning IRS Notices. Specifically, why notices are printed in dot matrix format. Howard Stahl, a member of the Notice Issue committee indicated the IRS is working toward moving away from using dot matrix format. Because this is a huge undertaking, it may take a while to complete the changes. Howard suggested MJ contact the notice/forms group outlining her concerns.

Other Business

No other business was brought forth.

Closing

John thanked everyone for their attendance. He also thanked those who worked on the two elevated issues for all of their work.

John reminded member to get involved with outreach and to be mindful that it does not have to be anything formal to be considered as an outreach effort.

Next meeting is scheduled for August 15, 2007.



**Area 7
Teleconference Minutes
June 20, 2007**

Designated Federal Official

Judi Nicholas served as the DFO in John's absence.

Attendance

Dave Jones
Tom Karwin
Merijane Lee
Iris Sosa
Wayne Whitehead, Chair
Doug Wilhelm

Absent

Charles Davidson, Vice Chair
Margaret Ferguson
Greg Gurse
Howard Stahl
Wayne Tanna
Gil Yanuck
John Tam, DFO

Staff

Janice Spinks, Program Analyst
Marla Ofilas, Secretary

Opening/Welcome

Judi opened the meeting. Roll was taken and a quorum was met.

Mid-Year Review – Wayne Whitehead

A copy of the mid-year review was provided to all members. Wayne will be presenting it during the Joint Committee face-to-face meeting in Denver.

Wayne provided an overview of the report. The report provides an update on the activities of Area 7 for the first half of FY 2007 and lists accomplishments, issues worked, issues being worked and outreach activities.

Wayne asked for input to the report. One recommendation made was to have TAP staff develop measurable expectations for outreach performance.

MJ suggested "Recommendations" be changed to "Chair Recommendations" to indicate these are observations and suggestions from the chair and not the full committee.

DECISION: Wayne agreed to make the changes.

Sub-committee Report – Greg Gurse

- **Sub-committee A – Issue #3959 Referral**



Tom provided an update of his discussion with Barbara Toy, Joint Committee Analyst. She felt the IRS may not receive access of social security information in time to process the tax return. The sub-committee discussed this and concluded that it was an IRS logistical issue and is beyond the roll of the Area Committee to solve.

DECISION: The full committee agreed to go forward with submitting this issue to the Joint Committee.

Future of the Issue Sub-Committee – Wayne Whitehead & Judi Nicholas

The members reviewed the Issue Tracking Process document which accompanied the midyear report.

Wayne asked the members if they would like to continue using the process outlined or create a new one. Doug indicated the issue sub-committee was a good idea when Area 7 had a back log of issues. However, if the committee continues with sub-committees A and B, having the issue sub-committee is not needed. Doug suggested that the issues be assigned to the appropriate alpha sub-committee.

DECISION: The full committee agreed with Doug's recommendations.

ACTION: Janice will begin to assign incoming issues to the appropriate sub-committee.

Joint Committee Report

Wayne reported that recruiting efforts are underway. The staff has ranked the applications and interviews have started. The goal is to have all interviews completed by June 29th with the hope of providing IRS with names of potential new members by August.

Member Comments/Other Business

Iris reported that the committee received an e-mail from Barbara Toy regarding a Form SS4 issue that was previously worked in Area 7. The recommendation was not elevated because the IRS had corrected the problem. However; the IRS has invited TAP to review the form to ensure it is working properly.

DECISION: Iris agreed to review and test the form to see if the changes are appropriate.

ACTION: This will be added to the July agenda as a follow up item.

MJ explained that she participates on the Ad Hoc Issue Committee, which works closely with the Director of forms and publications. It has come to their attention that many issues are being worked (or have been worked in the past) where the IRS provided a response. In an effort to prevent duplication, members of the Ad Hoc Issue Committee have been charged with reviewing issues (related to forms and publications) prior to area members working them.

Closing

Judi closed the meeting and thanked the members.

Next Meeting Date: July 18, 2007



**Area 7
Teleconference Minutes
May 16, 2007**

Designated Federal Official

John Tam

Attendance

Charles Davidson, Vice Chair
Greg Gurse
Dave Jones
Tom Karwin
Iris Sosa
Howard Stahl
Wayne Tanna
Wayne Whitehead, Chair
Doug Wilhelm

Staff

Janice Spinks, TAP Analyst

Absent

Margaret Ferguson
Merijane Lee
Judi Nicholas, TAP Program Manager
Marla Ofilias, TAP Secretary

Opening/Welcome

John opened the meeting. Roll was taken and a quorum was met. John also reported that Commissioner Everson's interim replacement will be Kevin Brown.

Sub-Committee Report – Greg Gurse and Dave Jones

- **Sub-committee A – Issue #3959 Referral**

Greg reported that the referral has been forwarded to the Joint Committee for review. Tom Karwin will lead the discussion on this issue at the Joint Committee's face-to-face meeting.

- **Sub-committee B – Issue #4091 Referral**

Charles reported that the referral has been completed and forwarded to the Joint Committee for review. Wayne W. will lead the discussion on this issue at the Joint Committee's face-to-face meeting.

FTF Follow up/Timeline for new projects - No new projects were brought forth.

Future of the Issue Sub- Committee – Dave Jones

Dave indicated the sub-committee has served its purpose and has cleaned out the back log of issues. He suggested we use sub-committees A & B for new issues to determine how to proceed. If we get backlogged, we could then create a third or recurring sub-committee.

DECISION: We will put this topic on the agenda for June to discuss further.



April Outreach Statistics – Charles Davidson

Charles reported there were eight outreach events for April, which were completed by four members. There were no success stories reported.

Gil made the observation that outreach efforts have been decreasing since January. He feels January has higher numbers because of new members coming on board and the abundance of publicity surrounding that.

John encouraged all members to ensure to capture one-on-one discussions.

Joint Committee Report – Wayne Whitehead

Wayne reported that the directors' report is available.

Anaheim 4th of July Parade

Iris indicated she will be able to participate and will contact Margaret to see if she is available as well.

A car will be provided by the parade committee. Iris asked for items to give away during the parade.

ACTION: Janice will follow up on this.

Member Comments/Other Business

Howard indicated he would not be present at the June meeting. He also suggested that members send information regarding upcoming vacations that will conflict with future meetings.

Closing

John thanked everyone for being present and thanked those who worked on the referrals that were submitted to the Joint Committee.

Next Meeting Date: June 20, 2007



**Area 7
San Diego Face-to-Face
Meeting Minutes
April 19 – 21, 2007**

Thursday - April 19, 2007

Designated Federal Official

John Tam

Attendance

Charles Davidson, Vice Chair
Margaret Ferguson
Greg Gurse
Dave Jones
Tom Karwin
Merijane Lee
Iris Sosa
Howard Stahl
Wayne Tanna
Wayne Whitehead, Chair
Doug Wilhelm
Gil Yanuck

Staff

Judi Nicholas, TAP Program Manager
Janice Spinks, TAP Program Analyst
Marla Ofilas, TAP Secretary

Opening/Welcome

John opened the meeting and welcomed the members to San Diego for the Area 7 face-to-face meeting. Each member introduced themselves.

Meeting Purpose – Judi Nicholas

Judi provided a brief overview of the context of the meeting. The concept behind the face-to-face meeting is to provide members an opportunity to spend time together addressing issues and spend quality time discussing the perceived outcome.

The ultimate goal of the face-to-face meeting is to come away with a product to elevate to the Internal Revenue Service (IRS) or at the very least, start a draft referral.

Federal Advisory Committee Act (FACA) – John Tam, DFO

John provided an overview of the Federal Advisory Committee Act (FACA). In 1972, the Federal Advisory Committee Act was enacted by Congress. Its purpose is to provide advice that is important, relevant, and objective to government agencies. Each committee is required to have a Designated Federal Official (DFO) whose responsibility is to attend all meetings, call the meeting to order, adjourn the meeting, and protect the government's interest.

John indicated members of TAP are charged with addressing issues regarding IRS policies and procedures and should avoid issues that involve legislation.

John provided each member with a handout that outlined FACA guidelines.



Joint Committee Report – Tom Karwin, Wayne Whitehead & Mary Jane Lee

Judi announced that Commissioner Everson is leaving the IRS to accept a position as the CEO with the American Red Cross. At this time there has been no announcement of his replacement.

Wayne reported on various Joint Committee issues. There were two TAP Town Hall meetings with Nina Olson, National Taxpayer Advocate (NTA) as the guest speaker. Both meetings (Omaha and Phoenix) were successful and over 50 taxpayers attended each meeting. TAP was able to capture many issues that will be worked in Area Committees.

At this time, Larry Combs, previous TAP Chair, is working on the TAP Annual Report. A new process and timeline is being created by Bernie Coston, TAP Director and the Joint Committee to ensure that future reports are completed in a more timely fashion.

Issue Sub-Committee Report – Dave Jones

Dave explained that the purpose of the Issue Sub-committee is to evaluate and review each issue to determine if the issue should remain active, be placed in the parking lot or be dropped. The sub-committee’s recommendation is then brought to the full committee for a final decision on how to proceed with an issue.

During 2006-2007, several parking lot issues were dropped. The sub-committee also added a new member. It was recommended that the committee rotate members on this particular committee. Judi further recommended that we make this a standing agenda item during the annual meeting and consider including a new member.

DECISION: During the annual meeting, it will be a standing agenda item to elect a new lead and have a “new” member represented on this sub-committee.

Discussion ensued as to how Area 7 should manage their issues. After discussing examples of how other area committees manage their issues, the full committee agreed to continue with their current process.

Issue Tracking Process – Wayne Whitehead

- **Color Coding the Issue Matrix**

Wayne presented a color coded issue matrix to committee members, which was created to track area issues and to show where the sub-committee is in the recommendation process.

DECISION: The sub-committee agreed that the matrix should include names of sub-committee members, the start date of the issue, and the estimated target date for approval by the full committee.

ACTION: Janice will create a draft chart and have during the next meeting.

Judi indicated she would prefer the TAP Analyst be on all sub-committee calls to take notes and to be aware of research that is needed. This will also allow the analyst to indicate to members when research has been exhausted.



Parking Lot Issues

The full committee reviewed parking lot issues assigned to other Area Committees. These issues were reviewed by the Issue Sub-Committee for potential adoption by Area 7.

- **3721 – E-mail Correspondence**

This issue deals with Revenue Agents not being able to use e-mail as a way of corresponding with practitioners. There are many issues that do not involve taxpayer data that could be discussed or resolved via e-mail.

Gil explained that he often works with SPEC Territory Managers and feels there is probably very good reason why the IRS does not allow employees to communicate in this manner. John also explained that there are security concerns as well as the potential for identity theft.

DECISION: After discussing this issue in detail, the full committee agreed to keep the issue in the parking lot.

- **3972 – Form W4 in relation to Part Time Employment**

This issue involves individuals with 2-3 part-time jobs that generally do not have enough withheld from their pay and end up owing a significant amount at the end of the year. It is felt the IRS should do a better job advising the public to adjust their withholding when they work several part-time jobs. This should be clearly stated on Form W-4.

DECISION: After discussing the issue further, the full committee agreed to keep the issue in the parking lot.

- **3977 – Brokerage Statements Standardization**

This issue deals with Brokerage statements, which are not standardized.

Judi indicated there is something being done about this issue and believes there is mention of it in NTA's annual report.

DECISION: After discussing the issue in detail, the full committee agreed this is a legislative matter and should be dropped. However, the issue will be left in the parking lot for Area 6 to determine the final status.

Internal Communications within Area 7 – Judi Nicholas & Wayne Whitehead

- **Communication Strategy – Tom Karwin**

Tom explained the Communication Strategy document is a project of the Communication Committee and was created to incorporate all communication functions proposed by TAP. The document is organized under two headings, internal (communication within TAP) and external (communication outside of TAP).

Priorities were created, which are meant to be recommendations to the committees. The last two columns combine a work plan to be used as a frame work for planning.

The full committee reviewed the list and made priority recommendations relative to Area 7.

ACTION: The full committee will identify which actions are specific to Area 7 and prioritize them for implementation.



- **Meeting Schedules**

The committee discussed meeting schedules for both the full and sub-committees. Wayne asked that members keep him informed of sub-committee meetings so they can be included in the monthly reports. A recommendation was made to create a master calendar for Area 7 and place it in the TAPSpace Reading Room to show standing monthly meetings and all sub-committee meetings for Area 7.

ACTION: The full committee agreed to create an Area 7 calendar to be posted on TAPSpace in the Area 7 folder.

- **TAPSpace**

Gil wants to make sure there is consistency in TAPSpace. Judi explained that Maryann Motza, Internal Communication Sub-Committee member, is working on TAPSpace standards. The vendor of TAPSpace is also working on the enhancements and recommendations submitted by TAP Staff and Panel Members.

- **Communication via Telephone**

No comments were made.

- **E-mail (protocol, amount etc.)**

Members were reminded to only “reply all” when the information is pertinent to everyone on the mailing list. This will help decrease the abundance of e-mails members receive.

Wrap Up

No additional comments were made. John closed the meeting.

Friday - April 20, 2007

Designated Federal Official

John Tam

Attendance

Charles Davidson, Vice Chair
Margaret Ferguson
Greg Gurse
Dave Jones
Tom Karwin
Merijane Lee
Iris Sosa
Howard Stahl
Wayne Tanna
Wayne Whitehead, Chair
Doug Wilhelm
Gil Yanuck



Staff

Judi Nicholas, TAP Program Manager
Janice Spinks, TAP Program Analyst
Marla Ofilas, TAP Secretary

Opening/Welcome

John opened the meeting.

Outreach Best practices – Gil Yanuck & Charles Davidson

Gil discussed best practices in relation to the advanced outreach workshop held during the annual meeting. While the Outreach Toolkit has grown a great deal, some of the information shared during the annual meeting will be included in the toolkit this fall. One important item to use that is very useful is the “pocket guide”. Members were encouraged to take advantage of coordinating activities with their respective Local Taxpayer Advocate (LTA) as well as contacting media representatives listed in the media section of the toolkit.

Members are reminded that the toolkit has examples of letters that can be used as well as TAP letterhead which can be downloaded from TAPSpace. There are scripts, talking points and a power point presentation available for members to use as well. The most important part of outreach is to come away with new issues and using success stories is a good tool to utilize.

Charles discussed TAP member responsibilities in relation to outreach. It is the responsibility of all panel members to conduct outreach in effort to gather issues to bring forth. Members can conduct outreach via e-mail, having one-on-one conversations, speaking with individuals in social groups or giving a presentation to a large audience. Charles encouraged members to consider developing an outreach action plan and set goals over the next several months.

Members were reminded that is important to report outreach accomplishments. The reporting process has been simplified and everyone should respond to monthly requests sent by the analyst.

ACTION: Members were asked to prepare outreach goals and objectives to share with the full committee.

TAB 2 Report

Judi provided the history of phase one and phase two of the Taxpayer Assistance Blueprint (TAB) report. The first phase evaluated preliminary IRS research relative to taxpayer needs, preferences, and behaviors. Phase two outlines the TAB Strategic Plan for the future of IRS service delivery as envisioned collaboratively by the IRS, the IRS Oversight Board, and the National Taxpayer Advocate.

The TAB team created five service improvement categories, which are; Telephone Service Enhancements, Partner Services, Outreach and Education, and Marketing and Promotion. In addition, the TAB team handled analysis of and recommendation for Taxpayer Assistance Centers (TAC’s) separately from the rest of the Service Improvements.

Brainstorm New Issues

The full committee brainstormed potential new issues. Many suggestions were given and the members agreed that the issues should be discussed during the sub-committee breakout sessions.

Sub-committee Break Out

The members used the remainder of the day to meet in their respective sub-committee to discuss assigned issues. The full committee will meet on day three to allow the sub-committees to provide reports of issues discussed.

End of day

No comments were given.

Saturday - April 21, 2007

Designated Federal Official

John Tam

Attendance

Charles Davidson, Vice Chair
Margaret Ferguson
Greg Gurse
Dave Jones
Tom Karwin
Merijane Lee
Iris Sosa
Howard Stahl
Wayne Tanna
Wayne Whitehead, Chair
Doug Wilhelm
Gil Yanuck

Staff

Judi Nicholas, TAP Program Manager
Janice Spinks, TAP Program Analyst
Marla Ofilas, TAP Secretary

Opening/Welcome

John opened the meeting.

Questions/follow up from previous day

No questions or comments were given.

Sub-Committee Reports

Sub-Committee A

○ **4118**

A taxpayer felt that the IRS should provide a statement of all income to aid tax preparation. The sub-committee felt this would pose a disclosure problem and recommended the issue be dropped.

DECISION: The full committee agreed with the recommendation to drop the issue.

○ **3959 1040 EZ Filing by IRS**

The full committee reviewed the draft referral and provided input. The committee agreed to elevate the referral. It was suggested that the referral make reference to the TAB report and how this suggestion supports burden reduction.

ACTION: The sub-committee will edit the referral and e-mail a final version to the Committee Chair by May 15, 2007.



- **Schedule C EZ**

ACTION: Greg will submit a formal request for research to the TAP Analyst.

Sub-committee B

- **#4091 Information about IRS Services**

The sub-committee reviewed the issue and agreed this issue was worth pursuing. A recommendation to pursue the matter was brought before the full committee and they agreed with the recommendation to pursue the issue.

The sub-committee will prepare a draft recommendation and draft flyer with pertinent information which could be placed in post offices and libraries. The flyer would include the IRS web address, telephone numbers for obtaining forms and publications and the hours of operation. The full committee agreed that the flyer should be created in at least two languages.

ACTION: Charles Davidson will complete a draft referral.

- **#4111 Alternative Minimum Tax**

DECISION: After discussing this issue and determining it is legislative, the full committee agreed to drop the issue.

- **#4112 Audits**

A review of the issue was completed by a sub-committee, which recommended dropping the issue. The full committee agreed with the recommendation to drop the issue.

After reviewing the research report, the committee felt this was a non issue as there are procedures/guidelines in place which require auditors to review self-employed individuals records closely.

- **#4119 IRS Hotline for AARP Tax-Aide Counselors**

DECISION: A review was completed by a sub-committee which recommended dropping the issue. The full committee agreed with the recommendation to drop the issue.

The full committee felt this was a non-issue. Based on the research completed, there were no discrepancies found.

- **#3579 – Form 990EZ**

The sub-committee reviewed the instructions and determined that the problem lies in the form instructions. The recommendation needed is to ask that the word "unrelated" be added to the F. 990EZ. The sub-committee recommended an e-mail be sent to the "Forms/Pubs" committee with the suggestion to include the word "unrelated" on the form. It was further recommended that the issue be placed in the parking lot.

DECISION: The full committee agreed with the placing the issue in the parking lot to be revisited in July.



- #3483 ETLA Website

DECISION: The sub-committee reviewing the issue recommended dropping the issue. The full committee agreed with the recommendation to drop the issue since the IRS has determined not to implement the feature due to low usage.

Area 7 Outreach Commitments

Charles discussed his outreach commitments with the full committee. The other members provided their commitments for outreach. Members committed to contacting the Chamber of Commerce, AARP, and reporting more one-on-one outreach efforts.

TAP Recruitment

Judi provided a TAP recruitment update. There are four vacancies in California and one in Nevada. The recruitment period is through the end of April. Bernie will e-mail a reminder to all applicants that have their applications in draft form asking them to complete and submit their application. Judi indicated members will be asked to participate in the interview process. Members interested in volunteering were asked to send Judi an e-mail notifying her of their interest. There are prepared questions to be asked during the interview and Judi will have a teleconference to review the process prior to the interviews.

Nation Wide Tax Forums

Judi explained the Tax Forum will be in Anaheim, California. Any members interested in participating should send Judi an e-mail. Judi also explained that the members will have an opportunity to participate in TAP focus groups. This will be an opportunity for members to ask the public questions and receive suggestions.

2008 Face-to-Face Meeting

Members discussed possible dates and locations for their 2008 face-to-face meeting.

DECISION: The members agreed to meet on April 24, 25, and 26 2008

DECISION: Possible locations are Sacramento, Las Vegas or Anaheim. TAP Staff will complete cost projections and hotel availability.

Meeting Wrap up

The committee members decided to remain in their current sub-committee assignments.

ACTION: Janice will e-mail the sub-committees and set up a monthly meeting schedule.

Closing

John Tam thanked all the members for their participation and the accomplishments that were made during the meeting.



**Area 7 Committee Meeting
Teleconference Minutes
March 21, 2007**

Designated Federal Official

John Tam

Attendance

Gil Yanuck
Wayne Whitehead
Charles Davidson
MJ Lee
Greg Gurse
Wayne Tanna
Tom Karwin
Howard Stahl
Dave Jones
Margaret Ferguson
Doug Wilhelm
Iris Sosa

Absent

Gary Lundberg

Staff

Judi Nicholas, TAP Program Manager
Janice Spinks, Tap Analyst

Welcome/ Opening

John opened the meeting and Wayne welcomed the members. Roll was taken and a quorum was met.

Issue Sub-Committee Report – Dave Jones

- **3633 – TAC Services**

Taxpayer was unable to obtain transcripts from her local TAC office and was told they are no longer available.

This issue was addressed during the Issue Sub-committee meeting where the members decided to present the matter to the full committee.

Janice visited the Seattle TAC office and found that transcripts will be provided in situations where the information is needed to file an original/or amended return and in instances where the taxpayer did not get the information as requested from filing the Form 4506T. However, the taxpayer must prove the form was filed. In addition, situations such as INS, mortgage, etc. are not considered an emergency.

Decision: After discussing the issue further, the full committee decided not to pursue the matter and thus agreed to drop the issue.

- **3554 – Power of attorney Problems**



Margaret and Gil pursued this matter further and found that the third party “check-a- box” on the return is only for questions that may arise during processing and can only relate to that return.

There is another form that allows un-enrolled agents to appear before the IRS. Only those persons who are authorized under Circular 230 (enrolled agents, CPAs, attorneys, and actuaries) are allowed to represent in collections and appeals. Others may represent in an examination.

Based on this information, the sub-committee recommended the issue be dropped.

Decision: After discussing the issue further, the full committee agreed with the recommendation to drop the issue.

Issue Report – Greg Gurse

- **Issue #3959 – 1040EZ Filing**

Greg reported that the sub-committee is prepared to start working on a draft referral during the Area 7 face-to-face meeting. The sub-committee feels that the IRS can produce automatic 1040EZ’s for taxpayers and hopes that the IRS will follow in the footsteps of the State of California.

February Outreach Statistics

The monthly outreach reporting graph was reviewed.

Gil explained that the Communication Committee is working on creating a chart to calculate the number of people reached during outreach efforts. The committee has recognized that it’s simple to report one-on-one efforts but is trying to simplify reporting outreach when members attend large conventions or provide interviews to the media where the audience is much larger.

Discussion ensued about the best method for reporting outreach events each month.

Decision: All members agreed to report their outreach as done in the past rather than using a specific reporting document.

Outreach Reporting

Charles expressed the importance of having a discussion during the face-to-face meeting on what outreach really means. He would like to see a brainstorming session to generate ideas which may not have been discussed at the annual meeting.

Wayne W. indicated there is a list of 20 activities posted on TapSpace, which qualify as outreach.

Wayne indicated this would be a great document for new members to gain ideas on where to start. Charles will include this information during his presentation at the face-to-face meeting.

Gil indicated members have to look for opportunities and suggested that new members contact reporters that are writing tax related articles. Gil also suggested members pursue speaking engagements with various organizations and community groups.

Charles will compile all of the ideas and discuss them more in depth at the face-to-face meeting.

Joint Committee Report

Wayne explained that Bernie issued the TAP Vision Statement:

- "Citizen Volunteers, valued for improving IRS services"



Wayne provided background on the development of the vision statement and concluded that a vision statement should energize people.

Wayne also reported that TAP will partner with Nina Olsen and have three Town Hall meetings which will be located in New York, Omaha, and Phoenix.

Fact-to-Face Agenda

The members reviewed the agenda for their meeting in San Diego. No changes were made.

Member Comments

No member comments were given.

Closing

Wayne thanked the members and John closed the meeting.

Next Meeting: Face-to-Face April 19-21, 2007 in San Diego, CA



**Area 7 Committee Meeting
Teleconference Minutes
February 21, 2007**

Designated Federal Official

John Tam

Attendance

Charles Davidson
Margaret Ferguson
Greg Gurse
Tom Karwin
Iris Sosa
Howard Stahl
Wayne Whitehead, Chair
Doug Wilhelm
Gil Yanuck

Absent

Dave Jones
Merijane Lee
Gary Lundberg
Wayne Tanna

Staff

Judi Nicholas, Program Manager
Janice Spinks, Program Analyst
Marla Ofilas, Note Taker

Opening/Welcome

John opened the meeting and Wayne welcomed the members. Marla took role. A quorum was met.

Issue Sub-Committee Report

In Dave's absence, Judi reviewed each of the issues, in accordance with the Issue Sub-Committee meeting notes. Following is the committee's decision for each issue recommendation.

Decision: #3364 (Income Rounding) - The committee agreed with the sub-committee's recommendation to drop this issue.

Reason for dropping the issue = The IRS no longer rounds up or down and the rounding instructions are noted in Publication 17. A letter will be sent to the taxpayer informing him or her of the decision.

Decision: #3564 (Pub 8160E) – The committee agreed with the sub-committee's recommendation to drop this issue.

- **Reason for dropping the issue -** The problem no longer exists as it appears changes have been made to the form. A letter will be sent to the taxpayer informing him or her of the decision.



Decision: #3633 (TAC Services) – The committee agreed that additional information is needed. Janice will contact Field Assistance to find out what their practice and policies are regarding issuing tax account transcripts and tax return transcripts. This is to ensure that the information found on the website is accurate. The information will be shared with the Issue Sub-committee to decide the next steps.

Decision: #3554 (Power of Attorneys) – The committee agreed with the sub-committee’s recommendation to drop this issue.

Reason for dropping the issue = The Sub-Committee felt this was an isolated incident and the employee was adhering to disclosure rules.

Action: Gil found that the Power of Attorney form is complex and should cover additional examples. Gil and Margaret agreed to prepare and submit a new issue regarding the Form 2848 process.

Issue Report

- 3959 (1040 EZ Filing)

Greg reported that the sub-committee’s goal is to be prepared to discuss the recommendation at the Area 7 Face-to-Face meeting in April. Greg feels that there is still a lot of work and research to be done at the sub-committee level. Greg stated the sub-committee intends to pursue elevating the issue despite the 2003 Report to Congress.

Judi asked the sub-committee to ensure Janice is included in all sub-committee meetings and emails. It is important that the analyst knows what is being discussed so that she will have a clear understanding when information and or research is requested.

Action: Greg will include Janice during the next sub-committee teleconference.

Tom indicated the full committee should have access to all documents related to this issue. Tom agreed to email all reports to Janice.

Action: Janice will summarize all important points of the documents that were distributed between the sub-committee members and share the summary with the full committee.

January Outreach Statistics

Wayne reviewed the outreach statistics chart for January and thanked everyone for their efforts.

Wayne asked if TAP will soon have a uniform method (for all Areas) of reporting and displaying outreach. Judi indicated the Communication Committee Internal Sub-Committee is working on a recommendation to the Joint Committee and is using the bar chart as an example. She stated the Measures Sub-Committee is looking at what information they can offer as well.

Gil indicated the External Communication Sub-Committee will be making a recommendation also.

Action: Janice will continue to produce the monthly bar chart. In addition to the bar chart, Janice will work on a uniform method of how the outreach is reported by all Area 7 members. The members were asked to provide feedback to Janice about the effectiveness of the document.



Joint Committee Report

Wayne provided a written summary of the last Joint Committee meeting. Wayne reported that the TAP annual meeting has been confirmed for December 10 – 13, 2007 at the Georgetown Fairmont Hotel, Washington, DC.

Wayne asked Tom to provide a report on the TAP Strategy Document. Tom explained that the document comprises a work plan for the Communications Committee, the Joint Committee, and the Area Committees. Tom wrote a brief description of the purpose and status of the document, which was distributed to the Joint Committee members.

Action: Wayne will email a copy of the document Tom prepared to the full committee.

Face-to-Face Meeting Location

Marla reported that a meeting location has been secured at the Handlery Hotel and Resort, San Diego, CA. Marla will begin working on flight arrangements and will email information within the next two weeks.

March Meeting

In November, it was suggested by the Joint Committee that Area Committees meet every other month rather than monthly. The full committee believes monthly meetings are necessary and agreed to continue meeting monthly.

Action: Janice will remove this topic from future agendas.

Member Comments/Other Business

Gil indicated it is not necessary for members to click "Reply to All" when answering an email. Gil suggested that if members are working in a sub-committee, email replies should be kept within the sub-committee. Any reports can be given during a full committee meeting. In addition, outreach reports do not need to be shared with the full committee and should only be sent to Janice.

Decision: The full committee agreed and will be mindful of this in the future.

Janice explained emails sent through TAPSpace are sent to all members. Consequently, if a member replies, (even if "reply to all" is not clicked), the reply is sent to all members. Janice suggested members send her a separate email if a reply is necessary. This will help minimize the number of erroneous emails sent.

No other comments were made.

Closing

John thanked the members for their participation and closed the meeting.



**Area 7 Committee Meeting
Teleconference Minutes
January 17, 2007**

Designated Federal Official

John Tam

Attendance

Charles Davidson
Margaret Ferguson
Greg Gurse
Dave Jones
Tom Karwin
Merijane "MJ" Lee
Gary Lundberg
Iris Sosa
Howard Stahl
Wayne Tanna
Wayne Whitehead, Chair
Doug Wilhelm
Gil Yanuck

Staff

Judi Nicholas, Program Manager
Janice Spinks, Program Analyst
Marla Ofilas, Note Taker

Welcome/Announcements

John opened the meeting. Wayne welcomed the members and Marla took roll. A quorum was met.

Wayne requested two permanent standing agenda items; 1) Issue Sub-Committee Report is the first agenda item and 2) Monthly Outreach Statistics.

Decision: The committee agreed to the two standing agenda items.

Issue Sub-Committee Report

Dave reported that the sub-committee met on January 16, 2007 and reviewed several issues, as follows.

Issue #4041 CP2000 Notice – A notice was sent to a taxpayer that explained he or she has a potential amount due to the IRS. The taxpayer felt threatened by the notice and also felt it should be revised. After some research, it was discovered that the CP2000 was recently revised and is a form letter that cannot be customized. The consensus of the sub-committee was that the letter was non-threatening and recommended the issue be dropped.

Decision: The full committee agreed to drop the issue.

Action: Janice will send a letter to the taxpayer which will explain the decision of the committee.

Issue #3554 Power of Attorney – The sub-committee has asked for further research to ensure that the issue described in the issue statement reflects the current practice by the IRS.



Action: Janice will do further research to see if current IRS practices are being followed.

Issue #3485 Non-Profit Organization Filing Requirements – Doug explained that TAP is not responsible for working issues regarding Non-Profit Organizations. He indicated Janice researched this issue and identified another organization within the IRS called Tax Exempt/Government Entities (TE/GE) Advisory Committee. The sub- committee recommended that the issue be dropped and be referred to the TE/GE Advisory Committee.

Decision: The full committee agreed with the recommendation to drop the issue and forward to TE/GE.

Issue #3633 TAC Services Transcripts – Margaret indicated she is consulting other Enrolled Agents about this issue and will be ready to make a report during February’s meeting. She will send Janice a copy of the information she is sending them.

Wayne W. asked Dave if he could color code the issue matrix to keep track of the issues. Wayne felt this would help establish milestones and see the progress of each issue. The colors would change as the milestone changes. Each issue champion will have to establish milestones and ultimately the full committee will decide to change an issue milestone.

Decision: The full committee agreed with the idea of creating a color coded tracking system. Dave will work on color coding the Area 7 issue matrix.

Issue #3708 EITC Encloses with Utility Bills – A suggestion was made that the IRS should develop a “stuffer” in utility bills that would educate the public about EITC and proceeds from the program may be used to relieve hardships taxpayers face when paying high utility bills. Doug explained that this was an issue he suggested and was previously worked on which, he thought the committee had decided to drop a year ago. Doug asked if there were any new developments. Judi indicated she was of the impression that the issue had been dropped as well. She informed the committee that the EITC project office will have an EITC kick off day in February to publicize the program. This will also include the Taxpayer Advocate and LITC group.

Action: Janice will change the status of the issue to “Dropped”.

Issue Sub-Committee Meeting Schedule

Dave J. indicated the Issue Sub-Committee meetings will be held a full week prior to the Area 7 meetings each month.

December Outreach Statistics

Wayne W. explained that during the annual meeting, Margaret presented an outreach chart that showed the outreach performed in 2006 (per month) for Area 7. Wayne suggested that the committee continue to use a chart for 2007. Gil thought it was a good idea and will suggest to the Joint Committee that each area put together a graphic representation which can be rolled up into a TAP outreach activity chart.

Decision: The committee agreed to continue using the chart. Wayne would like the chart to run from January through November.

Action: Wayne W. will send Janice the electronic version of the chart Margaret presented. Janice will create a new chart for 2007 and update it monthly.

Gil asked Wayne W. to propose this suggestion during the next Joint Committee teleconference.



Wayne W. continued to discuss tracking outreach when members have one-on-one conversations with the public. Wayne was hoping to have a simplified process so that all outreach performed is tracked. Judi indicated that each month the members are asked, via email, to provide a list of outreach performed. Janice includes all responses on the data base, which is then rolled up into a monthly report that is submitted to the Chair. Judi suggested a table that would include a check box for one-on-one meetings.

Action: Janice will prepare a table to include a check box for one-on-one outreach. A discussion item will be added to February's agenda to discuss the usefulness of the table and if any changes need to be made.

Judi reminded members that press releases and media interviews should be included in outreach reports. In terms of the numbers reached, members should include an estimation of media circulation and listening or viewing audience for a given area.

Doug encouraged members to participate in administering the TAC surveys, which also counts towards outreach efforts. The surveys are conducted at TAC offices, which is an initiative of the TAC Issue Committee.

Joint Committee Report

Wayne reported that he attended chair training held in Dallas, TX. The attendees were chairs from all Area and Issue Committees. During the training the TAP chair requested that each member complete the Bio page and include a picture on TAPSpace. He felt that it will assist members in getting to know who they are working with.

MJ suggested that the chair training be held in conjunction with the annual meeting. Tom explained that the chairs are elected during the annual meeting which could cause logistical problems with lodging and travel. Tom felt it could possibly work if members decided ahead of time to run for chair then plan their schedule accordingly.

2007 Face to Face Meeting

Judi reported the meeting dates are April 19, 20, and 21. The location is to be determined; however, Marla is working on locating meeting space and lodging in San Diego, CA, which will most likely be the location.

Mentors for New Members

The committee discussed what process (if any) to put in place. It was suggested that the decision be left to the new members as to whether or not they want a mentor. Also, during the November teleconference, it was decided that when new members are placed in a sub-committee, the sub-committee members would be available to provide any needed assistance.

Decision: The new members agreed that having a mentor is a good idea. The process will be informal and returning members interested in volunteering will email the new members.

TAP Analyst Research Request Document

A document was created for members to request research by the analyst. The intent is to manage the research that the analyst receives. It will not be necessary to submit a request if the analyst is on a conference call where research is requested. The form will be used for Ad-Hoc requests only. Notes from completed research will be found on the research report for each issue.



Length of Future Meetings

The committee discussed the length of the meetings and whether they should be 60 minutes or 90 minutes. It was noted that in the past if a meeting went beyond 60 minutes a poll would be taken of those who were able to continue. It was also noted that if the committee knows in advance that the meeting will go past 60 minutes, all issues needing a full committee decision would be discussed at the beginning of the call and administrative issues would be discussed at the end of the call. This process will continue for future meetings.

Decision: The committee agreed to continue with a 60 minute agenda. However, the chair will have the authority to extend the meeting to 90 minutes based on the agenda.

February Meeting

Next meeting is scheduled for February 21, 2007.

Member Comments / Other Business

Janice clarified pre-read meeting materials will be posted on TAPSpace in the Reading Room, one week prior to the full committee meeting. In addition, she will email all issue champions to determine if they are prepared to give a report on their respective issue. Janice asked all issue champions for prompt replies to ensure the agenda is posted on TAPSpace in a timely manner.

Doug asked if the members will receive a CD version of Nina Olson's report to congress. Judi indicated that each member will receive a CD within the next couple of weeks.

Doug also asked when the members can expect to receive a current version of the TAP Member Handbook. Judi stated it has been sent to print and the members should receive them in February.

Action: Dave suggested adding the "Issue Champion" to the research reports. Judi agreed this was a good idea. Janice will find an area to include the information in the reports.

Closing

No other comments were made. John thanked the members for their participation and closed the meeting.