

**Notices and Correspondence Committee (NCC)  
Taxpayer Advocacy Panel (TAP)  
Meeting Minutes  
Thursday Sept 14, 2023**

**Designated Federal Officer (DFO)**

- Antoinette “Toni” Ross      Acting TAP East Chief

**Attendance**

- |                            |                  |                 |
|----------------------------|------------------|-----------------|
| • Jason Brinkley           | Gainesville, TX  | Member          |
| • Cheryl Crowe             | Felton, DE       | Member          |
| • Asissata Diaby           | Harrisburg, PA   | Member          |
| • Manuel “Manny” Dominguez | Gladstone, MO    | Member (Absent) |
| • Kristin Gentile-White    | Gilbert, AZ      | Member (Absent) |
| • Steve Hoffman            | Westford, MA     | Member (Absent) |
| • Shelly McCracken-Rania   | Fountaintown, IN | Member (Absent) |
| • Steven Sklar             | New York, NY     | Member (Absent) |

**Staff**

- |                  |                      |
|------------------|----------------------|
| • Kevin Brown    | Management Assistant |
| • Kelvin Johnson | TAP Program Analyst  |
| • Fred Smith     | Acting TAP Director  |
| • Ann Tabat      | TAP Program Analyst  |

**Welcome/Announcements/Comments/Acknowledgement of Citizens**

Fred Smith opened the call and welcomed everyone to the meeting.

**Roll Call**

Brown completed roll and quorum was not met.

**National Office**

Fred Smith thanked everyone who joined the call. Smith reported a new Most Serious Problem (MSP) focus group focused on appeals that was sent out by Ann Tabat. This meeting is set to take place on September 26, 2023, at 2:00pm ET. Susan Jimerson emailed a solicitation to join the Annual Report committee. Please respond to that email if you are interested in joining that committee.

Smith noted that most of the staff will be in training next week and there will be significant delays in responding most of next week. Smith reminded everyone to properly complete their activity reports especially for the graduating members. These reports will be used to determine what level of Presidential Awards graduating members receive. Smith reminded the committee to make a push to

get as much done as possible since we only have two meetings left. Smith also spoke of the importance of quorum in order to get this done.

### **DFO Report**

Ross reminded the committee that outreach can be completed during the off season for both returning and graduating members. Ross also asked the committee to consider leadership positions in TAP for the returning members.

### **Chair Report**

NA

### **NCC News and Updates**

Review activities of Joint Committee and other

#### **IRS Responses Received:**

**Issue 58801 Letter 3127C**

**Issue 57391 Letter 1962C**

**Issue 53485 Letter 2273C**

Johnson reported the committee intends to submit rebuttals for these issues as they do not agree with the IRS responses to them.

#### **Awaiting IRS Responses:**

**Issue 68190 Letter 4314C to Joint Committee (JC)**

This issue will be at the next JC meeting.

### **Outreach Report**

- TAP Newsletter = Due September 18, 2022

Johnson asked that the newsletter report be submitted by September 15, 2023

- Activity Report (report time to NCC)

Johnson asked the members to bring any issues inputting information to his attention to be addressed.

- Outreach

Johnson reminded member to continue to do outreach.

- Repository of Contacts & Sources = send request to Kelvin.

Crowe indicated there are some scheduled posts for the Facebook page.

### **Subcommittee 1: Report**

Johnson reported:

**Issue 52362 CP14-** Awaiting feedback from Hoffman.

**Issue 63395 CP2000-** Sent for Systemic Advocacy (SA) and Attorney Advisor (AA) review.

**Issue 66990 Excessive Inserts & Stuffers – got info from BOD (10 letters with inserts)**

**Issue 68350 Letter 5071C-** Ready to review at the next meeting.

**Issue 68461 Letter 4883C-** Sent for SA and AA review.

**Issue 68462 CP 2501**

**Issue 68463 CP504-** Ready for review at the next meeting.

**Issue 68464 CP49**

**Issue 68681 CP05**

**Issue 63526 IR-22022-170 - IRS Appeals revises initial contact letters (R)**

### **Subcommittee 2: Report**

Johnson reported:

**Issue 52425 CP12-** Ready for review at the next meeting

**Issue 52479 CP503-** Sent back to the next JC meeting.

**Issue 53181 CP 80-** Sent back to the next JC meeting.

**Issue 64824 CP13**

**Issue 68190 Letter 4314C-** Going to the next JC meeting.

**Issue 68460 CP 22A-** Jason Brinkley will lead this project.

### **Screening Report**

Johnson sent a screening report to the committee for review and will update the issue repository to reflect this.

### **Internal Communications Committee (ICC)**

Ross reported the ICC will work on updating the TAP outreach toolkit soon.

### **Action Items**

- All decision items tabled until next meeting.

### **Chair Closing Comments & Roundtable**

NA

### **Closing**

Smith thanked the committee for attending the meeting and closed the call at 3:20pm ET.

**Next Meeting: October 12, 2023, at 3:00pm EST/2:00pm CST/1:00pm  
MST/12:00pm PST**

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