

**Taxpayer Communications Committee
Taxpayer Advocacy Panel (TAP)
Meeting Minutes
Thursday, February 20, 2025**

Designated Federal Officer

- Susan Jimerson TAP West Chief

Attendance

- Melanie Almeida Sandpoint, ID Chair
- Philip Hwang Placentia, CA Vice Chair
- Michelle Brookens Taylorville, IL Member
- Daniel Halleman Thornton, CO Member
- Timothy (TJ) McGinley Rancho Palos Verdes, CA Member
- Tasha Preisner Alvarado, TX Member
- Alan Seidman Bedford NH Member
- Walter Webster Las Cruces, NM Member

Members Absent

- James (Jim) Wiseman Brentwood, TN Member

Staff

- Jose Cintron TAP Program Analyst
- Matthew O'Sullivan TAP Program Analyst
- Kelvin Johnson TAP Program Analyst
- Conchata Holloway TAP Program Analyst
- Annie Gold TAP Administrative Assistant

Quorum

Quorum was not needed for today's administrative meeting.

Welcome and DFO Report

Susan Jimerson opened the meeting and welcomed all new and returning members to the call. She provided an introduction of her role as the DFO/Manager for the TCC committee along with the Staff who will be available for their support. A brief overview of the TAP process and the agenda was shared.

Introductions

Jose Cintron provided information on his role as the Analyst overseeing the TCC committee along with a brief introduction. Each Staff member was allowed the

opportunity to introduce themselves to the committee. Members were also given the opportunity to introduce themselves.

- Members were encouraged to be respectful when speaking. Each member will be allowed the opportunity to speak.
- Members were encouraged to always participate.
- Communication is very important.
- Communication is done primarily through the use of email. Members were asked to copy in the Subject line the project related work messages and send a copy to TaxpayerAdvocacyPanel@irs.gov.
- Communicating is provided through documents stored on www.TAPSpace.org.
- MS-Teams is another avenue for communicating. Cintron is available for assistance.
- Rosters with contact information will be provided to each member.
- Meetings start on time and end on time.
- Each team will have virtual meetings to discuss and work on their assigned projects. If there should be any issues, members were asked to contact Cintron directly.
- Members were asked to save all scheduled meeting dates and times to their calendars. Calendar invites will be sent to each member prior to the actual meeting.
- For record keeping purposes, members were asked to keep track of all time spent doing TAP work. The total number of hours will determine which President Volunteer Service Award (Gold, Silver or Bronze) members would receive at the end of their third-year term
- The anticipated dates for the Face-to-Face meeting are April 21, 2025, through April 25, 2025. Additional information will be shared.
- Quorum is set at fifty percent plus one. TCC will need five members to be present to approve documents and move forward. Documents and projects will be discussed without quorum. Decisions are made on consensus.
- Email etiquette is important. Member were asked to try and tailor messages to the specific email.
- The work the committee does is very important. Members were encouraged not to get discouraged if referrals or recommendations were not adopted.

Election of Chair and Vice Chair

Cintron provided information on the duties and responsibilities for leadership roles. Volunteers were asked for each position:

- Michelle Brookens nominated Melanie Almeida for the position of TCC Chair position. Daniel Halleman self-nominated himself, and Jim Wiseman nominated Philip Hwang for the Chair position

Full committee voted. Congratulations to Melanie Almeida, elected TCC Chair

- Brookens nominated Philip Hwang for the Vice Chair position. There were no other nominations for Vice Chair. **Congratulations to Philip Hwang, TCC Vice Chair**

Meeting dates and times

- TCC full committee will meet on the second Thursday of each month, beginning at 2:00PM, EST
- Subcommittee 1 will meet on the first Thursday of each month, beginning at 2:00PM, EST. **Members assigned: Michelle Brookens, Daniel Halleman, Tasha Preisner, Alan Seidman, Jim Wiseman**
- Subcommittee 2 will meet on the first Thursday of each month, beginning at 12:30PM, EST. **Members assigned: Melanie Almeida, Philip Hwang, Timothy McGinley, Walter Webster**
- Screening Committee: Daniel Halleman, Philip Hwang, Tasha Preisner, Alan Seidman, Walter Webster
- Quality Review: Philip Hwang, Melanie Almeida, Alan Seidman, Walter Webster
- Internal Communications Committee (ICC): Daniel Halleman

Minutes Review

TCC November 14, 2024, Minutes were reviewed for accuracy or grammatical errors. Approval will be done during the next full committee meeting.

Project Proposals assignment

- Issue 77910, assigned to Subcommittee 1
- Issue 77909, assigned to Subcommittee 2
- Issue 77882, assigned to the full committee

Action Items

Cintron stated he will complete the following action items:

- Forward copy of the committees meeting dates and times to each member
- Send a copy of the calendar invites for the upcoming meeting on March 13, 2025, to each member
- Send reminder the approval of the November 14, 2024, TCC Minutes will be up for approval during the next full committee meeting
- Send the Screening report to members
- Encourage members to reach out to Cintron with questions
- Send a copy of the committee and subcommittees member assignments to each member
- Jimerson added a copy of the roster with members TAP email addresses to Matthew O'Sullivan for access to www.TAPSpace.org

Roundtable

Cintron expressed thank you to the new members and the returning members. He is looking forward the working with everyone.

- The Vice Chair was reminded of attendance to the Outreach Committee meetings
- Copies of the assignments will be provided
- The Outreach and ICC are combined this year

Jimerson expressed appreciation to everyone for being on the call. Information from this meeting will be shared with members. Members were encouraged to reach out to Jimerson with any concerns or questions.

Closing

Jimerson officially closed the meeting, at 3:17PM, EST.

**Next Meeting: Thursday, March 13, 2025
2:00PM ET, 1:00PM CT, 12:00PM MT, 11:00AM PT**

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