Welcome/Announcements/Review Agenda
DFO, Cedric Jeans greeted the participants and officially opened the meeting.

Self-Introductions/Roll Call
The attending TAP members introduced themselves and provided background.

TAP Mission
Jeans goes over the TAP mission. Jeans provided examples of outreach the members can do to achieve the mission. Jeans goes over the TAP vision. He talks about the TAP Charter and how the commissioner provides resources to the program that enables it to achieve its mission. Jeans talks about the Annual report and how the commissioners and other organizations read the reports and how the program tries to drive people to read the annual report. Jeans speaks about TAS, the NTA, the NTA Annual Report to Congress (ARC) and the areas the resources ARC covers. Fred informs the members the ARC is posted on ImproveIRS.org. Jeans speaks about TAP success stories and how the VITA quality has been approved. VITA Longer extension was achieved through a recommendation from TAP. Jeans goes over the program responsibilities and how the program works grassroots issues and projects from the IRS and TAS.
Jeans covers TAP issues and the program screens issues and drops issues. Jeans talks about the issues should focus on IRS customer service improvements. Jeans informs the members the staff provides research and analysis of issues

**TAP Meeting Procedures**
Smith covers the ground rules of TAP meetings. Informs the members of the methods of communication the TAP program uses to conduct meetings (conference calls, WEBEX, email).

**So You Want to Be A Chair?**
Cheryl Williams and Richard Russell were the only members present who were on the Committee last year and provided the members their experience as to how the committee functioned last year.

**Nominations**
Cheryl Williams and Robert Moretti were nominated for Chair. Williams and Moretti accepted the nominations and proceeded to give their campaign speeches. The committee votes for the 2019 Chair and Vice-Chair

**Election Results**
Williams wins the Special Projects 2019 Chair nomination and Moretti accepts and wins the Vice-Chair nomination.

**Establish Quorum & Consensus**
Jeans goes over quorum is and what it means. Cedric provides the equation that for 10 members quorum would be 50% plus 1. For the Toll-free committee meeting quorum would be 6. Consensus

**Approval of November 2018 Meeting Minutes**
The members took 5 minutes to review the minutes. Williams motions to accept the Minutes with two minor changes and Russell seconds it
Establishment of Sub Committees and Meeting
Full committee meeting the 2nd Thursday of the month at 11:00am ET
Subcommittee 1 - 1st Thursday of the month at 11:00am ET
Richard Russell (Lead), Robert Moretti, Laura Snyder, Kimberly Mason and Kristen Petersen
Subcommittee 2 – 1st Thursday of the month at 12:00pm ET
Michael Gati (Lead), Cheryl Williams, John Hughes, Gina Gray and Tiffany Mosely
Quality Review – John Hughes and 1 additional member
Internal Communications – 2 members needed
Outreach - Robert Moretti
Screening Committee - Cheryl Williams, Laura Snyder and Richard Russell

Williams states that she will reach out to the members not present to see if they are interested in serving on any other sub-committees.

Screening Committee Overview
Smith goes over the process of screening an issue and what an issue is. Jeans adds information on systemic issues, issues that have been raised by the NTA.
TAP Staff and IRS Employees Present

- Cedric Jeans, Designated Federal Official (DFO) – TAP
- Rosalind Matherne, Analyst -- TAP
- Fred N. Smith, Jr., Analyst – TAP
- Debra K. Awalt, Wage & Investment Program Analyst

TAP Members Present

- Michael Gati
- Robert Moretti
- Richard Russell
- Laura Snyder
- Cheryl Williams
- John Hughes (Attending Virtually)

TAP Members Absent

- Gina Gray
- Kristen Petersen
- Tiffany Mosely
- Kimberly Mason

Welcome/Announcements/Review Agenda

Cedric welcomes the TAP members and officially open the meeting. Jeans gives an overview of the committees' project work from yesterday.

New Issue Screening

Smith goes over how to screen a potential new item. He speaks about the Parking lot status assigned to certain issues. Jeans and Smith expounds about requesting guidance from full committee and researching an issue and calling in a SME. Smith gives each sub-committee time to review several items in the Special Projects Committee’s inventory. Each sub-committee then reports out on how they would change the status of each item reviewed. These items will be changed to the consensus decision of the committee. Screening sub-committee members are then chosen.

IRS Project Committee Work Liaison (Debra K. Awalt)

Awalt gave an overview on W&I and its goal and mission. Largest operation division in the IRS. Awalt gave an overview of the 2 FACA committees sponsored
by W&I. They are IRSAC and IRPAC. IRSAC is working on the validity of 3rd party organizations.

**Review of Elevated Projects**
Issue # 35050
Issue # 37212 – elevated February 4, 2019
Issue # 36509 – rebuttal supposed to occur

**Review of 2019 Project Committee Work**
Issue # 36671 – Expanding EIN Request
Issue # 36785 – Power of Attorney & E-Services
Issue # 36969 – International Taxpayer’s Mailing
Issue # 37337 – Claiming Healthcare Cost Internationally

Smith explains each of these issues. Discussion ensues. Sub-Committees break-out to work above issues.

**Subcommittee 1 - Report Out**
Issue # 36969 – International Taxpayer’s Mailing
Issue # 37337 – Claiming Healthcare Cost Internationally

**Subcommittee 2 - Report Out**
Issue # 36671 – Expanding EIN Request
Issue # 36785 – Power of Attorney & E-Services

**Meeting Assessment / Travel / Next Steps / Closing**
Jeans summarizes the meeting and address any concerns the members might have. Smith informs members to contact him for all committee needs. Jeans addresses administration issues.

Jeans closes the meeting at 11:45 a.m. MT.

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