**CABC VITA Preseason Meeting Agenda and Minutes**

January 16, 2024

11am-noon

1. **Welcome and Introductions/General Site Updates**
   * Attendees: Jessica Roschen CCAA, Steven Panchenko CCAA, Liz Espinoza CCAA, Martha Lewis CO Springs, Tom Sapanos CO Springs, Mary Moon Glennwood, Ann P Littleton, Barbara Cannon Durango, Kate Shea Buena Vista, Ken Thornton, Harry Love Loveland, Bianca Hicks Pueblo, Alyson Bobnett IRS, Sandra C IRS, Sean Schweger IRS.
   * General site updates:
     1. Martha announced the opening of the Alamosa site at the Alamosa Library this year for one weekend only! February 16 from 10-6 and the 17th from 9-2. Call Maria at 719-584-6592 to schedule a visit.
     2. Tom S. Says he now has several Spanish speakers for his site and is excited to serve in another language.
     3. Ken in Thornton says he needs Spanish speakers and a greater on Thursdays at his site.
     4. Liz E from CCAA highlighted that this year there will be a greater emphasis on data reporting from sites and to be prepared for the extra load.
     5. Alyson from the IRS tells the group that she needs the forms with the names of vita site volunteers submitted by February the 9th.
     6. Excited to add Glennwood Springs as a new vita site!
     7. Ann in Littleton announced she has two major volunteer recruitment events planned this year and is hoping to have a substantial expansion of her team, mentioned she might need more computers.
     8. Jessica covered site preparer and greater wage updates as $24.50 and $14.40 respectively.
     9. Website updates, please take a look at the VITA website to review your site locations and hours to see if they are up to date, if they are not accurate on the website, please email Steven or Jessica.
2. **Site supplies/needs**
   * If you need any last-minute orders please email Jessica by Friday 1/19!
3. **Site Visits/Monitoring Schedules**
   * Reminders to please email Jessica and Steven back to get these scheduled!
4. **Reporting Actuals Forms - Due by Friday**
   * If you have any questions ask Jessica by Friday.
5. **Extra tax forms, anyone?**
   * Martha has extra 4012s
   * Ask Jessica if you need other forms
6. **TABOR:**
   * **How are sites promoting this?** 
     1. Martha said PPUW is sending out information to share that people should still come in and do their taxes and file their tabor refunds.
     2. Barbara mentioned that all sites should have a similar message of telling everyone to always file and to never tell people they do not need to.
   * **How can CCAA facilitate?**

Some additional information can be found here: <https://tax.colorado.gov/TABOR#:~:text=For%20one%20year%20only%20(2023,two%20qualifying%20individuals%20filing%20jointly)>

1. **Action Items/Reminders:**
   * Let CCAA know if any last-minute needs
   * Confirm your site visits with Jessica and/or Steven
   * Email Jessica Actuals Form by Friday, January 19, 2024
   * IRS Mileage Rate change - $0.67/mile - new form on site
   * Reminder, the senior tax credit is still available for people to claim if they did not use it last year.
2. **Meeting Close – Next Meeting January 30, 2024 at 1pm**