

U.S. House of Representatives  
Committee on Ethics

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

LEGISLATIVE RESOURCE CENTER

18 FEB 16 PM 12:38

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES


This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual Financial Disclosure Statements of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, 135 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

- 1. Name of Traveler: Cynthia Herrle
- 2. a. Name of accompanying relative: \_\_\_\_\_ or None
- b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
- 3. a. Dates of departure and return: Departure: 1/31/18 Return: 2/2/18
- b. Dates at personal expense (if any): \_\_\_\_\_ or None
- 4. Departure city: DC Destination: WV Return city: DC
- 5. Sponsor(s) (who paid for the trip): Congressional Institute
- 6. Describe meetings and events attended: GOP Retreat - see agenda attached

- 7. Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box):
  - a.  a completed Sponsor Post-Travel Disclosure Form;
  - b.  the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms;
  - c.  page 2 of the completed Traveler Form submitted by the employee; *and*
  - d.  the letter from the Committee on Ethics approving my participation on this trip.
- 8. a. I represent that I participated in each of the activities reflected in the attached sponsor's agenda. (Signify that statement is true by checking box):
- b. If not, explain: I attended the majority of each session but on numerous occasions was called up to perform official business due to budget negotiations.

I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER:  DATE: 2/16/18

I authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponsor Post-Travel Disclosure form were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

NAME OF SUPERVISING MEMBER: Paul D. Ryan DATE: 2/16/18

SIGNATURE OF SUPERVISING MEMBER: 

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**U.S. House of Representatives  
Committee on Ethics**

**SPONSOR POST-TRAVEL DISCLOSURE FORM**

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return.* You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) (who paid for the trip): Congressional Institute

2. Travel Destination(s): White Sulphur Springs, WV

3. Date of Departure: January 31, 2018 Date of Return: February 2, 2018

4. Name(s) of Traveler(s): See attached list

(NOTE: You may list more than one traveler on a form only if all information is identical for each person listed.)

5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in response to Question 4:

|                       | Total Transportation Expenses | Total Lodging Expenses | Total Meal Expenses | Other Expenses (dollar amount per item and description) |
|-----------------------|-------------------------------|------------------------|---------------------|---|
| Traveler              | n/a                           | \$225.56               | \$128.19            | \$415.18 Facility Rental & Additional Assis             |
| Accompanying Relative |                               |                        |                     |   |

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. (Signify statement is true by checking box):

I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: Mark Strand Title: President

Organization: Congressional Institute

**I am an officer of the above-named organization (signify statement is true by checking box):**

Address: 1700 Diagonal Road #730  
Alexandria, VA 22314

Telephone number: 703-837-8812

Email Address: strand@conginst.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

U.S. House of Representatives  
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Cynthia Herrle
2. Sponsor(s) (who will be paying for the trip): Congressional Institute
3. Travel destination(s): White Sulphur Springs, WV
4. a. Date of departure January 31, 2018 Date of return: February 2, 2018  
b. Will you be extending the trip at your personal expense?  Yes  No  
If yes, dates at personal expense: \_\_\_\_\_
5. a. Will you be accompanied by a relative at the sponsor's expense?  Yes  No  
b. If yes:  
(1) Name of accompanying relative: \_\_\_\_\_  
(2) Relationship to traveler:  Spouse  Child  Other (specify): \_\_\_\_\_  
(3) Accompanying relative is at least 18 years of age:  Yes  No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)?  Yes  No  
b. If yes, explain why the second night of lodging is warranted:  
\_\_\_\_\_  
\_\_\_\_\_
7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms:  Yes  No  
NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.  
As policy advisor to the Speaker, it is important for me to understand the upcoming congressional agenda, and to better serve the Speaker in my official duties. CAH 1/29/18
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip?  Yes  No

10. FOR STAFF TRAVELERS:

TO BE COMPLETED BY YOUR EMPLOYING MEMBER:

ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Date: 1/2/18

  
Signature of Employing Member

**U.S. House of Representatives  
Committee on Ethics**

**PRIMARY TRIP SPONSOR FORM**

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form at least 30 days before the start date of the trip. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.**

1. Sponsor (who will be paying for the trip): CONGRESSIONAL INSTITUTE
  
2. I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (*signify that the statement is true by checking box*):
  
3. *Check only one*: I represent that:
  - a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip  *or*
  - b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds  *or*.
  - c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.   
If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
  
4. Provide names and titles of **ALL** House Members and employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary):  
SEE ADDENDUM & ATTACHED INVITATION LIST
  
5. Is travel being offered to an accompanying relative of the House invitee(s)?  Yes  No
  
6. Date of departure: JANUARY 31, 2018 Date of return: FEBRAURY 2, 2018
  
7. a. City of departure: WASHINGTON, DC  
b. Destination(s): WHITE SULPHUR SPRINGS, WV  
c. City of return: WASHINGTON, DC
  
8. I represent that (*check one of the following*):
  - a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965:  *or*
  - b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent:  *or*
  - c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
  
9. Check one of the following:
  - a. I checked 8(a) or (b) above:
  - b. I checked 8(c) above but am not offering any lodging:
  - c. I checked 8(c) above and am offering lodging and meals for one night:  *or*
  - d. I checked 8(c) above and am offering lodging and meals for two nights:   
If "d" is checked, explain why the second night of lodging is warranted: \_\_\_\_\_

10. Attached is a detailed agenda of the activities the House invitees will be participating in during the travel (*i.e.*, an hourly description of planned activities for trip invitees) (*indicate agenda is attached by checking box*):
11. Check one:
- a. I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify that the statement is true by checking box*):  *or*
- b. N/A – trip sponsor is a U.S. institution of higher education.
12. For **each** sponsor required to submit a sponsor form, describe the sponsor’s interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:

**SEE ADDENDUM**

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13. Answer parts a and b. Answer part c if necessary.
- a. Mode of travel: Air  Rail  Bus  Car  Other  (Specify: \_\_\_\_\_)
- b. Class of travel: Coach  Business  First  Charter  Other  (Specify: \_\_\_\_\_)
- c. If travel will be first class or by chartered or private aircraft, explain why such travel is warranted:
- 
- 

14. I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). (*signify that the statement is true by checking box*):

15. I represent that either (*check one of the following*):

- a. The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees:  *or*
- b. The trip involves events that are arranged specifically *with regard* to congressional participation:

If “b” is checked:

- 1) Detail the cost per day of meals (approximate cost may be provided): \_\_\_\_\_

**WEDNESDAY \$41.75, THURSDAY \$69.75, FRIDAY \$16.00**

- 2) Provide reason for selecting the location of the event or trip: **RELATIVE PROXIMITY TO**

**WASHINGTON, DC AND CAPABILITY TO HANDLE A LARGE EVENT WITH COMPLEX**

**SECURITY NEEDS.**

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16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: **THE GREENBRIER** City: <sup>WHITE SULPHUR</sup> **SPRINGS, WV** Cost per night: **\$93 + TAX**

Reason(s) for selecting: **PROXIMITY TO DC, AVAILABILITY, SECURITY, AND FACILITY SIZE**

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

Hotel name: \_\_\_\_\_ City: \_\_\_\_\_ Cost per night: \_\_\_\_\_

Reason(s) for selecting: \_\_\_\_\_

17. I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. (signify that the statement is true by checking box):

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

| <input type="checkbox"/> actual amounts<br><input checked="" type="checkbox"/> good faith estimates | Total <i>Transportation</i> Expenses per Participant | Total <i>Lodging</i> Expenses per Participant | Total <i>Meal</i> Expenses per Participant |
|---|--|---|--|
| For each Member, Officer, or employee   | \$352  | \$186 + TAX                                   | \$127.50                                   |
| For each accompanying relative  | \$352  | \$0.00  | \$127.50                                   |

|                                       | <i>Other</i> Expenses (dollar amount per item) | Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.) |
|---------------------------------------|--|--|
| For each Member, Officer, or employee | \$383  | FACILITY RENTAL & ADDITIONAL ASSISTANCE  |
| For each accompanying relative        | \$251  | FACILITY RENTAL & ADDITIONAL ASSISTANCE  |

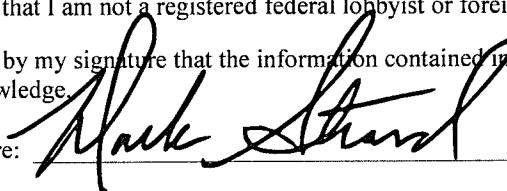
**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

19. Check one:

- a. I certify that I am an officer of the organization listed below.  *or*  
 b. N/A – sponsor is an individual or a U.S. institution of higher education.

20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.

21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: 

Name: MARK STRAND

Title: PRESIDENT

Organization: CONGRESSIONAL INSTITUTE

Address: 1700 DIAGONAL ROAD #730, ALEXANDRIA, VA 22314

Telephone number: 703-837-8812

Email address: STRAND@CONGINST.ORG

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics  
 U.S. House of Representatives  
 1015 Longworth House Office Building  
 Washington, DC 20515  
 (202) 225-7103 (phone)  
 (202) 225-7392 (general fax)

# U.S. House of Representatives

COMMITTEE ON ETHICS  
Washington, DC 20515

January 26, 2018

Ms. Cynthia A. Herrle  
Office of the Speaker  
H-232, The Capitol  
Washington, DC 20515

Dear Ms. Herrle:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to White Sulphur Springs, West Virginia, scheduled for January 31 to February 2, 2018, sponsored by the Congressional Institute.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,



Susan W. Brooks  
Chairwoman



Theodore E. Deutch  
Ranking Member

SWB/TED:adw

## **PRIMARY TRIP SPONSOR FORM ADDENDUM**

**Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):**

See attached invitation list. This Congressional Institute-sponsored conference will educate attendees on important policy issues and allow House Members and Senators and their staff to develop relationships with each other. Thus, the invitation to this conference is being extended to senior leadership and committee staff to learn policy developments and trends alongside House Members and Senators.

**Question 12: For each sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip and its role in organizing and/or conducting the trip:**

The purpose of the Congressional Institute (a 501(c)4 organization) is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others. The Congressional Institute is the sole organizer and conductor of this event. This retreat is designed to strengthen professional relationships among Members of Congress, senior leadership and committee staff, educate them on policy issues and best practices, and encourage the exchange of ideas with colleagues.

**Question 18: Total expenses for each participant:**

The estimated lodging rate and per participant food/refreshment expense figure for this event (and provided on this form) do not include the separate costs to the Congressional Institute to rent conference/banquet space large enough to accommodate this large event with appropriate security and audio/visual capabilities necessary to conduct our program. Dividing these conference and facility rental costs by the number of participants estimated to attend this event, the estimated figure would be \$383 as disclosed on the sponsor form.

The Congressional Institute will employ additional assistance at this conference to help ensure that only participants and invited persons access events. The amount disclosed on this form (\$42) reflects a per attendee division of the total figure for such additional assistance.





**Congress of Tomorrow**  
**2018 Annual House & Senate Republican Conference**  
 White Sulphur Springs, West Virginia

**Wednesday, January 31, 2018**

|                                  |   |  |
|----------------------------------|---|--|
| 6:45 – 7:15 AM<br>7:00 – 7:20 AM | House Luggage Drop<br>Senate Luggage Drop<br>Your luggage will be transported separately to the hotel and delivered to your room.   | Bottom of Rayburn Horseshoe<br>SD-G50 (Near NW Entrance)                     |
| 7:45 AM<br>7:45 AM<br>4:30 PM    | House Buses Depart for Train<br>Senate Buses Depart for Train<br>Group Transportation Arrives   | S Capitol Street (Between Rayburn & Longworth)<br>Capitol Steps: Senate Side |
| 5:00 PM                          | <b>Prayer &amp; Security Briefing on Amtrak Incident</b><br><i>Topic: Time of prayer and briefing attendees on what is currently known about Amtrak collision</i><br>Welcome and Opening Remarks: Mark Strand, Congressional Institute<br>Devotion by Hon. Tim Walberg, U.S. House of Representatives<br>Prayer by Reverend Patrick J. Conroy, Chaplain of the House<br>Hon. Paul Irving, House Sergeant at Arms<br>Hon. Cathy McMorris Rodgers, House Republican Conference<br>Hon. John Thune, Senate Republican Conference | <b>Chesapeake</b>  |
| 5:45 – 5:30 PM                   | <b>2018: A Big Vision for America</b><br><i>Topic: Tax reform and economic prospects</i><br>Moderator: Mark Strand, Congressional Institute<br>Hon. Paul Ryan, Speaker of the House<br>Hon. Mitch McConnell, Senate Majority Leader   | <b>Chesapeake</b>  |
| 6:30 PM                          | <b>Reception</b>  | <b>Upper Lobby</b>   |
| 7:00 – 9:00 PM                   | <b>Dinner</b><br><i>Topic: What lies ahead in 2018</i><br>Hon. Mike Pence, Vice President of the United States  | <b>Colonial</b>  |

**Thursday, February 1, 2018**

|                                      |  |  |
|--------------------------------------|--|--|
| <b>Religious Services (Optional)</b> |  |  |
| 7:00 AM                              | <b>Bible Study</b><br>Hon. Randy Hultgren, U.S. House of Representatives<br>Os Guinness, Faith and Law Study Group | <b>Fillmore (2<sup>nd</sup> Floor Conference Center)</b> |

|                    |   |   |
|--------------------|---|---|
| 7:30 AM            | <b>Catholic Mass</b><br>Fr. Patrick J. Conroy, Chaplain of the House  | <b>Tyler (2<sup>nd</sup> Floor Conference Center)</b> |
| 8:00 AM – 10:00    | <b>Working Breakfast</b><br><i>Topic: A tour of the globe from the perspective of America's defenders</i><br>Hon. Rex Tillerson, Secretary of State<br>Hon. James N. Mattis, USMC ret., Secretary of Defense  | <b>Colonial</b>                                       |
| 10:00 – 11:00 AM   | <b>Joint Session: Repairing and Rebuilding America's Infrastructure</b><br><b>Working Session with Presentations and Q&amp;A</b><br><i>Topic: Improving the Government's Response to our Infrastructure Needs and Discussion on the President's Infrastructure Proposal</i><br>Moderator: Hon. John Thune, Senate Republican Conference<br>Hon. Elaine L. Chao, Secretary of Transportation<br>Hon. John Barrasso, Senate Committee on Environment & Public Works<br>Hon. Bill Shuster, House Transportation & Infrastructure Committee<br>Gary Cohn, National Economic Council | <b>Chesapeake</b>                                     |
| 11:00 – 12:00 noon | <b>Joint Session: Workforce Development</b><br><b>Working Session with Presentations and Q&amp;A</b><br><i>Topic: Looking for ways to encourage able-bodied people to get back into the workforce</i><br>Moderator: Hon. Mike Conaway, House Committee on Agriculture<br>Hon. Kay Coles James, The Heritage Foundation<br>Hon. Tarren Bragdon, The Foundation for Government Accountability   | <b>Chesapeake</b>                                     |
| 12:00 – 2:00 PM    | <b>Lunch: The President of the United States</b><br><i>Topic: Making America Great Again in 2018</i><br>Hon. Donald Trump, 45 <sup>th</sup> President of the United States  | <b>Colonial</b>                                       |
| 2:00 – 3:00 PM     | <b>Joint Session: Government Reform</b><br><i>Topic: Reforming the budget process particularly as it focuses on appropriations bills</i><br>Moderator: Hon. Doug Collins, U.S. House of Representatives<br>Hon. David Perdue, Senate Budget Committee<br>Hon. Steve Womack, House Budget Committee<br>Hon. Mike Lee, U.S. Senate<br>Doug Holtz-Eakin, American Action Forum   | <b>Chesapeake</b>                                     |
| 3:30 PM            | <b>Senate Departs</b>   | <b>Front Entrance</b>                                 |
| 3:00 – 4:00 PM     | <b>Middle Class Americans' Views of the Tax Plan: The Opportunity for 2018</b><br><i>Topic: Tax Reform</i><br>Introduction: Mark Strand, Congressional Institute<br>Hon. Kevin McCarthy, House Majority Leader<br>David Winston, The Winston Group<br>Myra Miller, The Winston Group  | <b>Chesapeake</b>                                     |
| 4:00 – 4:45 PM     | <b>House Session: The National Mood – What Citizens are Saying About Their Government</b><br><i>Topic: What citizens are saying about their government</i><br>Moderator: Mark Strand, Congressional Institute<br>Ronna McDaniel, Republican National Committee  | <b>Chesapeake</b>                                     |

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|-----------------------|---|-------------------|
| <b>5:00 – 6:15 PM</b> | <b>The House: A Unique Environment—House Members Only</b><br><i>Topic: A look at the governing environment in 2018</i><br>Moderator: Mark Strand, Congressional Institute<br>Hon. Steve Stivers, NRCC | <b>Chesapeake</b> |
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| <b>6:30 PM</b> | <b>Reception</b> | <b>Upper Lobby</b> |
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|-----------------------|--|-----------------|
| <b>7:00 – 9:00 PM</b> | <b>Dinner</b><br><i>Topic: Restoring American leadership in the world</i><br>Hon. Nikki Haley, U.S. Ambassador to the United Nations | <b>Colonial</b> |
|-----------------------|--|-----------------|

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**Friday, February 2, 2018**

**Religious Services (Optional)**

|                |   |  |
|----------------|---|--|
| <b>7:00 AM</b> | <b>Bible Study</b><br>Hon. Mark Walker<br>Steve Amerson, Amerson Music Ministries | <b>Fillmore (2<sup>nd</sup> Floor Conference Center)</b> |
|----------------|---|--|

|                |  |   |
|----------------|--|---|
| <b>7:30 AM</b> | <b>Catholic Mass</b><br>Fr. Patrick J. Conroy, Chaplain of the House | <b>Tyler (2<sup>nd</sup> Floor Conference Center)</b> |
|----------------|--|---|

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|                       |  |                    |
|-----------------------|--|--------------------|
| <b>7:30 – 9:30 AM</b> | <b>Supporting the Troops: Creating Care Packages for Service Members</b><br>Sponsored by the USO | <b>Upper Lobby</b> |
|-----------------------|--|--------------------|

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|                       |  |                 |
|-----------------------|--|-----------------|
| <b>8:00 – 9:00 AM</b> | <b>Breakfast</b><br><i>Topic: Latest data on women's views towards government and its role</i><br>Kellyanne Conway, Counselor to the President | <b>Colonial</b> |
|-----------------------|--|-----------------|

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|                        |   |                   |
|------------------------|---|-------------------|
| <b>9:15 – 11:00 AM</b> | <b>Leadership Wrap Up and Member Discussion</b><br><i>Topic: Discussion among Members regarding the 2018 agenda</i><br>Moderator: Mark Strand, Congressional Institute<br>Hon. Paul Ryan, Speaker of the House<br>Hon. Kevin McCarthy, House Majority Leader<br>Hon. Steve Scalise, House Majority Whip<br>Hon. Cathy McMorris Rodgers, House Republican Conference | <b>Chesapeake</b> |
|------------------------|---|-------------------|

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|                 |   |                       |
|-----------------|---|-----------------------|
| <b>11:30 AM</b> | <b>Buses Depart for Rayburn Horseshoe</b> | <b>Front Entrance</b> |
|-----------------|---|-----------------------|

## 2018: House Staff

| First Name | Last Name      | Institution  | Job Title                                   |
|------------|----------------|--|---|
| Joshua     | Althouse       | Office of Speaker                                  | Outreach Director                           |
| Doug       | Andres         | Office of the Speaker                              | Press Secretary for White House Press       |
| Tommy      | Andrews        | Office of the Speaker                              | Member Services Director                    |
| Geoff      | Antell         | Office of the Speaker                              | Assistant to the Speaker for Policy/Counsel |
| Rachel     | Barkley        | House Republican Conference                        | Director of Coalitions                      |
| Ray        | Baum           | House Committee on Energy and Commerce             | Staff Director                              |
| Brendan    | Belair         | Office of Rep. Collins                             | Chief of Staff                              |
| Chris      | Bien           | Office of the House Majority Leader                | Floor Assistant                             |
| Chris      | Bond           | Office of the House Majority Whip                  | Communications Director                     |
| Robert     | Borden         | House Committee on Oversight and Government Reform | Deputy Staff Director                       |
| Katelyn    | Brantley       | House Republican Conference                        | Digital Director                            |
| Natalie    | Buchanan Joyce | Office of the House Majority Leader                | Director of Member Services                 |
| Brendan    | Buck           | Office of the Speaker                              | Counselor to the Speaker                    |
| Jonathan   | Burks          | Office of the Speaker                              | Chief of Staff                              |
| George     | Callas         | Office of the Speaker                              | Senior Tax Counsel                          |
| Sheria     | Clarke         | House Committee on Oversight and Government Reform | Staff Director                              |
| Fr. Pat    | Conroy         | Chaplain of the House                              | Chaplain                                    |
| Stephen    | Cote           | House Committee on Rules                           | Staff Director                              |
| Nick       | Crocker        | House Republican Conference                        | Deputy Director of Member Services          |
| Jeremy     | Deutsch        | House Republican Conference                        | Chief of Staff                              |
| Kelly      | Dixon          | Office of the House Majority Leader                | Director of Legislative Operations          |
| Derrick    | Dockery        | Office of the Speaker                              | Coalitions Coordinator                      |
| Jeff       | Dressler       | Office of the Speaker                              | National Security Advisor                   |
| Will       | Dunham         | Office of the House Majority Leader                | Policy Director                             |

|          |             |  |                                     |
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| Mark     | Epley       | Office of the Speaker                            | General Counsel                     |
| Kevin    | Fitzpatrick | House Committee on Small Business                | Staff Director                      |
| Nicole   | Foltz       | Office of the Speaker                            | Counsel for Floor Operations        |
| Nancy    | Fox         | House Committee on Appropriations                | Staff Director                      |
| Alex     | Gourdikian  | Office of the House Majority Leader              | Scheduler                           |
| Karas    | Gross       | House Committee on Rules                         | Deputy Staff Director               |
| Hugh     | Halpern     | Office of the Speaker                            | Director of Floor Operations        |
| Kara     | Hauck       | House Republican Conference                      | Communications Director             |
| Jennifer | Hemingway   | Office of the Speaker                            | Director of House Operations        |
| Cindy    | Herrle      | Office of the Speaker                            | Assistant to the Speaker for Policy |
| Casey    | Higgins     | Office of the Speaker                            | Assistant to the Speaker for Policy |
| Olivia   | Hnat        | House Republican Conference                      | Press Secretary                     |
| Nate     | Hodson      | House Republican Conference                      | Deputy Chief of Staff               |
| Brett    | Horton      | Office of the House Majority Whip                | Chief of Staff                      |
| Ben      | Howard      | Office of the House Majority Whip                | Director of Floor Operations        |
| Bill     | Hughes      | Office of the House Majority Whip                | Policy Director                     |
| Shelley  | Husband     | House Committee on Judiciary                     | Staff Director                      |
| Barrett  | Karr        | Office of the House Majority Leader              | Chief of Staff                      |
| Drew     | Kent        | Tuesday Group                                    | Chief of Staff (Dent)               |
| Kyle     | Kizzier     | Office of Rep. Mitchell                          | Chief of Staff                      |
| John     | Leganski    | Office of the House Majority Leader              | Director of Floor Operations        |
| Mark     | Marin       | House Committee on Science, Space and Technology | Staff Director                      |
| Kyle     | Matouss     | Office of Rep. Sessions                          | Chief of Staff                      |
| Rick     | May         | House Committee on Budget                        | Chief of Staff                      |
| Ted      | McCann      | Office of the Speaker                            | Assistant to the Speaker for Policy |
| Shannon  | McGahn      | House Committee on Financial Services            | Staff Director                      |
| Douglas  | Menorca     | Office of Rep. Messer                            | Chief of Staff                      |
| Katie    | Meyer       | Office of the House Majority Leader              | Senior Policy Advisor               |

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| Will      | Miller    | Office of the Speaker                      | Special Assistant                      |
| James     | Min       | Office of the House Majority Leader        | Deputy Chief of Staff                  |
| Brian     | Monahan   | Office of the Attending Physician          | Attending Physician                    |
| Sean      | Moran     | House Committee on House Administration    | Staff Director                         |
| Luke      | Murry     | Office of the House Majority Leader        | Senior Policy Advisor                  |
| Ben       | Napier    | Office of the House Majority Whip          | Floor Assistant                        |
| Damon     | Nelson    | House Committee on Intelligence            | Staff Director                         |
| Sam       | Oh        | Office of Rep. Walters                     | Chief of Staff                         |
| Cherie    | Paquette  | House Republican Conference                | Media Affairs and Events Manager       |
| Scott     | Parkinson | Republican Study Committee                 | Executive Director                     |
| Stephanie | Parks     | Office of the Speaker                      | Assistant to the Speaker for Policy    |
| Katie     | Patru     | House Committee on House Administration    | Deputy Staff Director                  |
| Megan     | Perez     | House Republican Conference                | Legislative Director                   |
| Erin      | Perrine   | Office of the House Majority Leader        | Press Secretary                        |
| Hilary    | Pinegar   | Office of Rep. Smith                       | Legislative Assistant                  |
| Parker    | Poling    | Office of House Majority Chief Deputy Whip | Chief of Staff                         |
| Marty     | Reiser    | Office of the House Majority Whip          | Deputy Policy Director                 |
| Bart      | Reising   | Office of the House Majority Whip          | Director of Operations                 |
| Brandon   | Renz      | House Committee on Education and Workforce | Staff Director                         |
| Mike      | Ricci     | Office of the Speaker                      | Communications Director                |
| Sarah     | Rogers    | House Republican Conference                | Director of Member Services and Events |
| Mark      | Roman     | Office of Rep. Smith                       | Chief of Staff                         |
| Megan     | Savage    | House Committee on Ethics                  | Staff Director                         |
| Matt      | Schertz   | House Committee on Agriculture             | Staff Director                         |
| Tom       | Sheehy    | House Committee on Foreign Affairs         | Staff Director                         |
| Brendan   | Shields   | House Committee on Homeland Security       | Staff Director                         |
| Caleb     | Smith     | Office of the Speaker                      | Digital Communications Director        |
| Austin    | Smythe    | Office of the Speaker                      | Policy Director                        |

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| Matt     | Sparks    | Office of the House Majority Leader                  | Communications Director |
| Brittan  | Specht    | Office of the House Majority Leader                  | Senior Policy Advisor   |
| Andy     | Speth     | Office of the Speaker                                | Deputy Chief of Staff   |
| Jen      | Stewart   | House Committee on Armed Services                    | Staff Director          |
| Cody     | Stewart   | House Committee on Natural Resources                 | Staff Director          |
| David    | Stewart   | House Committee on Ways and Means                    | Staff Director          |
| AshLee   | Strong    | Office of the Speaker                                | Press Secretary         |
| Matt     | Sturges   | House Committee on Transportation and Infrastructure | Staff Director          |
| Jon      | Towers    | House Committee on Veterans Affairs                  | Staff Director          |
| Kiel     | Weaver    | Office of the Speaker                                | Policy Advisor          |
| Courtney | Whetstone | Office of Rep. Stivers                               | Chief of Staff          |
| Jerry    | White     | House Republican Conference                          | Chief Policy Advisor    |
| Tory     | Wickiser  | Office of the Speaker                                | Director of Scheduling  |