

U.S. House of Representatives
Committee on Ethics

18 MAR 22 PM 5: 15

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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: Allen E Filip
2. a. Name of accompanying relative: _____ or None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 3-8-18 Return: ~~3-8-18~~ 3-10-18
b. Dates at personal expense (if any): _____ or None
4. Departure city: Washington Destination: Cambridge, MD Return city: Washington
5. Sponsor(s) (who paid for the trip): Congressional Institute
6. Describe meetings and events attended: Leadership training and other meetings related to my duties as Chief of Staff
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 certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF TRAVELER: [Signature] DATE: 3-22-18

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: Congressman M. Ke. Bishop DATE: 3-22-18

SIGNATURE OF SUPERVISING MEMBER: [Signature]

**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.

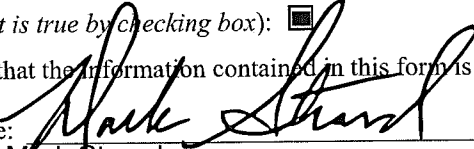
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1. Sponsor(s) (who paid for the trip): Congressional Institute
2. Travel Destination(s): Cambridge, MD
3. Date of Departure: March 8, 2018 Date of Return: March 10, 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	\$233.81	\$163.29	\$167.03 Facility Rental
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

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. You must receive explicit approval from the Committee before you depart on this trip.

Name of Traveler: Allan E Filip

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

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

Signature:  _____

Name of signatory (if other than traveler): _____

For staff, name of employing Member or committee: Mike Bishop (MI08)

Office address: 428 Cannon

Telephone number: 202-225-4872

Email address of contact person: allan.filip@mail.house.gov

- Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

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

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Allan E Filip
2. Sponsor(s) (who will be paying for the trip): Congressional Institute (AET)
3. Travel destination(s): Cambridge, MD (AET)
4. a. Date of departure 3-8-18 Date of return: 3-10-18
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 Chief of Staff, this trip is meant to help me with additional training and resources to better perform my duties.

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: 2-2-18

Mike Bishop
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: MARCH 8, 2018 Date of return: MARCH 10, 2018

7. a. City of departure: WASHINGTON, DC
b. Destination(s): CAMBRIDGE, MD
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

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.

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

Hotel name: **HYATT REGENCY CHESAPEAKE BAY** City: **CAMBRIDGE, MD** Cost per night: **\$103 + 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 <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	\$90	\$206 + TAX	\$160
For each accompanying relative	\$75	\$0.00	\$160

	<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	\$205	FACILITY RENTAL
For each accompanying relative	\$205	FACILITY RENTAL

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

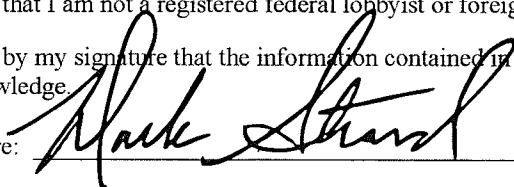
19. Check one:

- 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)

Susan W. Brooks, Indiana
Chairwoman
Theodore E. Deutch, Florida
Ranking Member



ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

March 5, 2018

Thomas A. Rust
Staff Director and Chief Counsel

Donna Herbert
Director of Administration

Megan Savage
*Chief of Staff and Counsel to
the Chairwoman*

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7392

Kenny Marchant, Texas
Leonard Lance, New Jersey
Mimi Walters, California
John Ratcliffe, Texas

Yvette D. Clarke, New York
Jared Polis, Colorado
Anthony Brown, Maryland
Steve Cohen, Tennessee

Mr. Allan Filip
Office of the Honorable Mike Bishop
428 Cannon House Office Building
Washington, DC 20515

Dear Mr. Filip:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for March 8 to 10, 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 retreat focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this retreat is being extended to Chiefs of Staff in House and Senate Majority personal offices, the Staff Director in House and Senate Majority committee offices as well as select leadership staff.

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 Chiefs of Staff, 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 \$205 as disclosed on the sponsor form.



Chiefs of Staff Retreat
March 8-10, 2018

Thursday, March 8, 2018

12:00 AM	Bus Departs from Rayburn Horseshoe
2:30 PM	Check-In
3:00 PM	Welcome Mark Strand, Congressional Institute
3:05 PM	Middle Class Americans' Views of the Tax Plan: The Opportunity for 2018 David Winston, The Winston Group Myra Miller, The Winston Group
4:10 PM	Workforce Development Tarren Bragdon, Foundation for Government Accountability
6:30 PM	Reception & Dinner Dinner Speaker TBD

Friday, March 9, 2018

8:00 AM	Breakfast
9:00 AM	Accessing Leadership to Advance Your Boss' Legislative Agenda Moderator: Mark Strand
10:30 AM	The Effective Congressional Office Manager Mark Horstman, Manager Tools
12:15 PM	Lunch: The Dignity of Work Arthur Brooks, American Enterprise Institute

****All invitees are subject to change****

2:00 PM **Working with the White House**
Marc Short, Director of the White House Office of Legislative Affairs

3:00 PM **Twitter Is in the News, But What Technologies Work Best**
Speakers: TBD

4:00 PM **Government and Budget Reform Congress**
Moderator: Mark Strand

5:00 PM **An Ethics Primer: Preventing Ethics Violations**
Jan Baran, Wiley Rein LLP
Rob Walker, Wiley Rein LLP
Elliot Berke, Berke Farah LLP

6:30 PM **Reception & Dinner**
Dinner Speaker TBD

Saturday, March 10, 2018

7:30 AM **Breakfast**

9:00 AM **Protecting Your Office From Cyber Infiltrations**
Speakers TBD

10:30 AM **Issue Debate: Should We Bring back Earmarks**
Moderator: Mark Strand

12:00 PM **End of Retreat**
Bus Departs from Hotel Front Entrance

All invitees are subject to change

House Staff

First Name	Last Name	Job Title	Institution
Rob	Adkerson	Chief of Staff	Office of Rep. Loudermilk
Kara	Ahern	Chief of Staff	Office of Rep. Cheney
Eric	Amidon	Chief of Staff	Office of Rep. Zeldin
Hannah	Andrews	Chief of Staff	Office of Rep. Tenney
Reyn	Archer	Chief of Staff	Office of Rep. Fortenberry
Cyrus	Artz	Chief of Staff	Office of Rep. Foxx
Luis	Bacó	Chief of Staff	Office of Rep. Gonzalez
Tim	Baker	Chief of Staff	Office of Rep. Allen
Ray	Baum	Staff Director	House Committee on Energy and Commerce
Brendan	Belair	Chief of Staff	Office of Rep. Collins (GA)
Andrew	Bell	Chief of Staff	Office of Rep. Budd
Josh	Bell	Chief of Staff	Office of Rep. Estes
Megan	Bell	Chief of Staff	Office of Rep. Rogers (KY)
Brooke	Bennett	Chief of Staff	Office of Rep. Hill
Eric	Bergren	Chief of Staff	Office of Rep. Guthrie
John	Billings	Chief of Staff	Office of Rep. Faso
Matt	Bisenius	Chief of Staff	Office of Rep. Sensenbrenner
Kyle	Bonini	Chief of Staff	Office of Rep. Trott
Lorissa	Bounds	Chief of Staff	Office of Rep. Walden
Joshua	Bowlen	Chief of Staff	Office of Rep. Jones
Casey	Bowman	Chief of Staff	Office of Rep. Herrera Beutler
Matthew	Brennan	Chief of Staff	Office of Rep. Thompson
Chris	Brinson	Chief of Staff	Office of Rep. Rogers (AL)
Marcus	Brubaker	Chief of Staff	Office of Rep. Posey
Eric	Burgeson	Chief of Staff	Office of Rep. Shuster

Stuart	Burns	Chief of Staff	Office of Rep. Babin
Jeff	Butler	Chief of Staff	Office of Rep. McHenry
Larry	Calhoun	Chief of Staff	Office of Rep. Yoho
Ronald	Carara	Chief of Staff	Office of Rep. Donovan
Chad	Carlough	Chief of Staff	Office of Rep. Byrne
Dustin	Carmack	Chief of Staff	Office of Rep. DeSantis
Ryan	Carney	Chief of Staff	Office of Rep. MacArthur
Chris	Carter	Chief of Staff	Office of Rep. Hudson
Jessica	Carter	Chief of Staff	Office of Rep. Rooney (FL-19)
Caroline	Cash	Chief of Staff	Office of Rep. Comer
Andrew	Christianson	Chief of Staff	Office of Rep. Noem
Sheria	Clarke	Staff Director	House Committee on Oversight and Government Reform
Robert	Cogan	Chief of Staff	Office of Rep. Black
Chris	Connelly	Chief of Staff	Office of Rep. Hartzler
Derick	Corbett	Chief of Staff	Office of Rep. Woodall
Stephen	Cote	Staff Director	House Committee on Rules
Michael	Cravens	Chief of Staff	Office of Rep. Harper
Chris	Crawford	Chief of Staff	Office of Rep. Carter (GA)
Cindy	Crick	Chief of Staff	Office of Rep. Gowdy
Mark	Cruz	Chief of Staff	Office of Rep. Rokita
Patrick	Cuff	Chief of Staff	Office of Rep. Pearce
Mike	Cunnington	Chief of Staff	Office of Rep. Labrador
McKay	Daniels	Chief of Staff	Office of Rep. Gallagher
Jennifer	Daulby	Chief of Staff	Office of Rep. Davis
Dave	Davis	Chief of Staff	Office of Rep. Brady
Pamela	Day	Chief of Staff	Office of Rep. Young (AK)
Muffy	Day	Chief of Staff	Office of Rep. Handel
Jonathan	Day	Chief of Staff	Office of Rep. Wilson

Daynell	Daynell	Chief of Staff	Office of Rep. Ryan
James	Decker	Chief of Staff	Office of Rep. Burgess
Jon	DeWitte	Chief of Staff	Office of Rep. Huizenga
Monica	Didiuk	Chief of Staff	Office of Rep. Smith (NE)
Dino	DiSanto	Chief of Staff	Office of Rep. Joyce
John	Donnelly	Chief of Staff	Office of Rep. Graves (GA)
Mark	Dreiling	Chief of Staff	Office of Rep. Bacon
Ivan	DuBois	Chief of Staff	Office of Rep. Love
Andrew	Duke	Chief of Staff	Office of Rep. Hensarling
John	Dutton	Chief of Staff	Office of Rep. Harris
Rick	Dykema	Chief of Staff	Office of Rep. Rohrabacher
Kevin	Eichinger	Chief of Staff	Office of Rep. Jordan
David	Eiselsberg	Chief of Staff	Office of Rep. Johnson (TX)
Jaryn	Ernhof	Chief of Staff	Office of Rep. Webster
Laurie	Esau	Chief of Staff	Office of Rep. Paulsen
Greg	Facchiano	Chief of Staff	Office of Rep. Smucker
Kathryn	Facchiano	Chief of Staff	Office of Rep. Higgins
Susan	Falconer	Chief of Staff	Office of Rep. Cornstock
Ben	Falkowski	Chief of Staff	Office of Rep. Walorski
John	Ferland	Chief of Staff	Office of Rep. Blum
Allan	Filip	Chief of Staff	Office of Rep. Bishop (MI)
Paul	Fitzpatrick	Chief of Staff	Office of Rep. Meadows
Kevin	Fitzpatrick	Staff Director	House Committee on Small Business
David	FitzSimmons	Chief of Staff	Office of Rep. Emmer
Chuck	Flint	Chief of Staff	Office of Rep. Blackburn
Kevin	Fogarty	Chief of Staff	Office of Rep. King (NY)
Clark	Fonda	Chief of Staff	Office of Rep. Pittenger
Gina	Foote	Chief of Staff	Office of Rep. Poe
Nancy	Fox	Staff Director	House Committee on Appropriations

Spencer	Freebairn	Chief of Staff	Office of Rep. Granger
Jamie	Gahun	Chief of Staff	Office of Rep. Culberson
Jason	Galanes	Chief of Staff	Office of Rep. LoBiondo
Pete	Giambastiani	Chief of Staff	Office of Rep. Rooney (FL-17)
Steve	Gilleland	Chief of Staff	Office of Rep. McCaul
Cesar	Gonzalez	Chief of Staff	Office of Rep. Diaz-Balart
Joshua	Green	Chief of Staff	Office of Rep. Tipton
Bob	Griffitts	Chief of Staff	Office of Rep. Duncan (TN)
Hillary	Gross	Chief of Staff	Office of Rep. Gibbs
Mark	Gruman	Chief of Staff	Office of Rep. Cramer
Connie	Hair	Chief of Staff	Office of Rep. Gohmert
Colby	Hale	Chief of Staff	Office of Rep. Williams
Mike	Hamilton	Chief of Staff	Office of Rep. McKinley
Derek	Harley	Chief of Staff	Office of Rep. Wenstrup
Christopher	Harmer	Chief of Staff	Office of Rep. Stewart
Bob	Haueter	Chief of Staff	Office of Rep. Farenthold
Hayden	Haynes	Chief of Staff	Office of Rep. Johnson (LA)
Katie	Hazlett	Chief of Staff	Office of Rep. Frelinghuysen
Christine	Heggem	Chief of Staff	Office of Rep. Gianforte
Joan	Hillebrands	Chief of Staff	Office of Rep. Upton
Jim	Hippe	Chief of Staff	Office of Rep. Fleischmann
Liz	Hittos	Chief of Staff	Office of Rep. Bilirakis
Michael	Hook	Chief of Staff	Office of Rep. Collins (NY)
Michael	Hough	Chief of Staff	Office of Rep. Mooney
Adam	Howard	Chief of Staff	Office of Rep. Turner
Patrick	Howell	Chief of Staff	Office of Rep. Jenkins (WV)
Zach	Howell	Chief of Staff	Office of Rep. Katko
Shelley	Husband	Staff Director	House Committee on Judiciary
Matt	Hutson	Chief of Staff	Office of Rep. Poliquin

Kyle	Jackson	Chief of Staff	Office of Rep. Bucshon
Dave	Karvelas	Chief of Staff	Office of Rep. Buchanan
Joseph	Kaufman	Chief of Staff	Office of Rep. Bridenstine
Jimmy	Keady	Chief of Staff	Office of Rep. Garrett
Charlie	Keller	Chief of Staff	Office of Rep. Wagner
Mark	Kelly	Chief of Staff	Office of Rep. Brat
Dave	Kennett	Chief of Staff	Office of Rep. Calvert
Drew	Kent	Chief of Staff	Office of Rep. Dent
Carolyn	King	Chief of Staff	Office of Rep. Wittman
Michael	Kirlin	Chief of Staff	Office of Rep. Meehan
Kyle	Kizzier	Chief of Staff	Office of Rep. Mitchell
Tucker	Knott	Chief of Staff	Office of Rep. Holding
Joseph	Knowles	Chief of Staff	Office of Rep. Fitzpatrick
Lindley	Kratovil	Chief of Staff	Office of Rep. Stefanik
Daniel	Kroese	Chief of Staff	Office of Rep. Ratcliffe
Matt	Lahr	Chief of Staff	Office of Rep. Banks
James	Langenderfer	Chief of Staff	Office of Rep. Mast
Pete	Larkin	Chief of Staff	Office of Rep. Goodlatte
Jason	Larrabee	Chief of Staff	Office of Rep. Denham
RJ	Laukitis	Chief of Staff	Office of Rep. Walberg
Jason	Lawrence	Chief of Staff	Office of Rep. Scott
Pat	Leopold	Chief of Staff	Office of Rep. Jenkins (KS)
Luke	Letlow	Chief of Staff	Office of Rep. Abraham
Mira	Lezell	Chief of Staff	Office of Rep. Barletta
Joe	Lillis	Chief of Staff	Office of Rep. Long
Tony	Lis	Chief of Staff	Office of Rep. Bergman
Scott	Luginbill	Chief of Staff	Office of Rep. Walker
Adam	Magary	Chief of Staff	Office of Rep. Lamborn
Ted	Maness	Chief of Staff	Office of Rep. Kelly (MS)

Lindsay	Manson	Chief of Staff	Office of Rep. Reichert
Mark	Marin	Staff Director	House Committee on Science, Space and Technology
Josh	Martin	Chief of Staff	Office of Rep. Thornberry
Torrie	Matous	Chief of Staff	Office of Rep. Roby
Kyle	Matous	Chief of Staff	Office of Rep. Sessions
Rick	May	Staff Director	House Committee on Budget
Maytee	Maytee	Chief of Staff	Office of Rep. Ros-Lehtinen
Kelly	McCollum	Chief of Staff	Office of Rep. Griffith
Charles	McCoy	Chief of Staff	Office of Rep. Rothfus
Matt	McCullough	Chief of Staff	Office of Rep. Bost
Shannon	McGahn	Staff Director	House Committee on Financial Services
Chara	McMichael	Chief of Staff	Office of Rep. Weber
Pete	Meachum	Chief of Staff	Office of Rep. Duffy
Carrie	Meadows	Chief of Staff	Office of Rep. Newhouse
Doug	Menorca	Chief of Staff	Office of Rep. Messer
Matt	Meyer	Chief of Staff	Office of Rep. Roe
Jonas	Miller	Chief of Staff	Office of Rep. Carter (TX)
Bruce	Miller	Chief of Staff	Office of Rep. Amodei
Megan	Miller	Chief of Staff	Office of Rep. Scalise
James	Min	Chief of Staff	Office of Rep. McCarthy
Todd	Mitchell	Chief of Staff	Office of Rep. Lance
Vivian	Moeglein	Chief of Staff	Office of Rep. Westerman
Steve	Moffitt	Chief of Staff	Office of Rep. Russell
Sean	Moran	Staff Director	House Committee on House Administration
David	Mork	Chief of Staff	Office of Rep. Roskam
Lauren	Muglia	Chief of Staff	Office of Rep. Perry
Sean	Murphy	Chief of Staff	Office of Rep. Cole
Melissa	Murphy	Chief of Staff	Office of Rep. Rouzer

Dave	Natonski	Chief of Staff	Office of Rep. Yoder
Poppy	Nelson	Chief of Staff	Office of Rep. Amash
Damon	Nelson	Staff Director	House Committee on Intelligence
Kristan	Nevins	Chief of Staff	Office of Rep. Hurd
Mary	Noonan	Chief of Staff	Office of Rep. Smith (NJ)
Corey	Norman	Chief of Staff	Office of Rep. Curtis
Jon	Oehmen	Chief of Staff	Office of Rep. Flores
Sam	Oh	Chief of Staff	Office of Rep. Walters
Jacob	Olson	Chief of Staff	Office of Rep. Young (IA)
Stacy	Palmer-Barton	Chief of Staff	Office of Rep. Chabot
Mark	Pettitt	Chief of Staff	Office of Rep. Brooks (AL)
Jim	Pfaff	Chief of Staff	Office of Rep. Massie
Steve	Pfrang	Chief of Staff	Office of Rep. LaHood
Amy	Porter	Chief of Staff	Office of Rep. Royce
Allison	Poulios	Chief of Staff	Office of Rep. Latta
Chad	Ramey	Chief of Staff	Office of Rep. Luetkemeyer
Anthony	Ratekin	Chief of Staff	Office of Rep. Nunes
Brian	Rell	Chief of Staff	Office of Rep. Aderholt
Brandon	Renz	Staff Director	House Committee on Education and Workforce
Craig	Roberts	Chief of Staff	Office of Rep. Shimkus
Brent	Robertson	Chief of Staff	Office of Rep. Marshall
Ritika	Robertson	Chief of Staff	Office of Rep. Buck
Sara	Rogers	Chief of Staff	Office of Rep. Marino
Cole	Rojewski	Chief of Staff	Office of Rep. Valadao
Mark	Roman	Chief of Staff	Office of Rep. Smith (MO)
Mary	Rosado	Chief of Staff	Office of Rep. Barr
Justin	Roth	Chief of Staff	Office of Rep. McSally
Michelle	Runk	Chief of Staff	Office of Rep. Renacci

Bobby	Saparow	Chief of Staff	Office of Rep. Ferguson
Paul	Sass	Chief of Staff	Office of Rep. Graves (MO)
Megan	Savage	Chief of Staff	Office of Rep. Brooks (IN)
Paul	Sawyer	Chief of Staff	Office of Rep. Graves (LA)
Matt	Schertz	Staff Director	House Committee on Agriculture
Lauryl	Schothorst	Chief of Staff	Office of Rep. Costello
Brian	Schubert	Chief of Staff	Office of Rep. Dunn
Roy	Schultheis	Chief of Staff	Office of Rep. Curbelo
Oliver	Schwab	Chief of Staff	Office of Rep. Schweikert
Rebecca	Shaw	Chief of Staff	Office of Rep. Hollingsworth
Tom	Sheehy	Staff Director	House Committee on Foreign Affairs
Brendan	Shields	Staff Director	House Committee on Homeland Security
Jonah	Shumate	Chief of Staff	Office of Rep. Crawford
Kelly	Simpson	Chief of Staff	Office of Rep. Rutherford
Lindsay	Slater	Chief of Staff	Office of Rep. Simpson
Amy	Smith	Chief of Staff	Office of Rep. Lewis
William	Smith	Chief of Staff	Office of Rep. Palmer
Mike	Smullen	Chief of Staff	Office of Rep. Johnson (OH)
John	Sobel	Chief of Staff	Office of Rep. Cook
David	Sours	Chief of Staff	Office of Rep. Hice
Mark	Spannagel	Chief of Staff	Office of Rep. LaMalfa
Stacey	Stacey	Chief of Staff	Office of Rep. Lucas
Ben	Stein	Chief of Staff	Office of Rep. Coffman
Sarah	Stevens	Chief of Staff	Office of Rep. King (IA)
Jen	Stewart	Staff Director	House Committee on Armed Services
Cody	Stewart	Staff Director	House Committee on Natural Resources
David	Stewart	Staff Director	House Committee on Ways and Means
Mike	Stopp	Chief of Staff	Office of Rep. Mullin
Casey	Street	Chief of Staff	Office of Rep. Palazzo

Matthew	Stroia	Chief of Staff	Office of Rep. Kelly (PA)
Matt	Sturges	Staff Director	House Committee on Transportation and Infrastructure
Kip	Talley	Chief of Staff	Office of Rep. Gaetz
Matthew	Taylor	Chief of Staff	Office of Rep. Sanford
Mike	Telliga	Chief of Staff	Office of Rep. Moolenaar
Rick	Terrazas	Chief of Staff	Office of Rep. Hunter
Brian	Thomas	Chief of Staff	Office of Rep. Marchant
John	Thomas	Chief of Staff	Office of Rep. Taylor
Doug	Thomas	Deputy Chief of Staff	Office of Rep. Hultgren
Russ	Thomasson	Chief of Staff	Office of Rep. Arrington
Ryan	Thompson	Chief of Staff	Office of Rep. Barton
Tyler	Threadgill	Chief of Staff	Office of Rep. Kustoff
Jon	Towers	Staff Director	House Committee on Veterans Affairs
Chris	Tudor	Chief of Staff	Office of Rep. McClintock
Tom	Van Flein	Chief of Staff	Office of Rep. Gosar
Richard	Vaughn	Chief of Staff	Office of Rep. DesJarlais
Rachel	Ver Velde	Chief of Staff	Office of Rep. Grothman
Ashlee	Vinyard	Chief of Staff	Office of Rep. Smith (TX)
Beau	Walker	Chief of Staff	Office of Rep. Womack
Jennifer	Watson	Chief of Staff	Office of Rep. Rice
Drew	Wayne	Chief of Staff	Office of Rep. Reed
Austin	Weatherford	Chief of Staff	Office of Rep. Kinzinger
Deborah	Weigel	Chief of Staff	Office of Rep. Biggs
Walter	Whetsell	Chief of Staff	Office of Rep. Norman
Courtney	Whetstone	Chief of Staff	Office of Rep. Stivers
Jeanette	Whitener	Chief of Staff	Office of Rep. Knight
Lance	Williams	Chief of Staff	Office of Rep. Duncan (SC)
Mark	Williams	Chief of Staff	Office of Rep. Conaway

Devin	Wiser	Chief of Staff	Office of Rep. Bishop (UT)
Veronica	Wong	Chief of Staff	Office of Rep. Issa
Leafaina	Yahn	Chief of Staff	Office of Rep. Radewagen
Jason	Yaworske	Chief of Staff	Office of Rep. Davidson
Bill	Zito	Chief of Staff	Office of Rep. Olson

**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: MARCH 8, 2018 Date of return: MARCH 10, 2018

7.
 - a. City of departure: WASHINGTON, DC
 - b. Destination(s): CAMBRIDGE, MD
 - 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

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.

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

Hotel name: HYATT REGENCY CHESAPEAKE BAY City: CAMBRIDGE, MD Cost per night: \$103 + 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 <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	\$90	\$206 + TAX	\$160
For each accompanying relative	\$90	\$0.00	\$160

	<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	\$205	FACILITY RENTAL
For each accompanying relative	\$205	FACILITY RENTAL

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)

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 retreat focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this retreat is being extended to Chiefs of Staff in House and Senate Majority personal offices, the Staff Director in House and Senate Majority committee offices as well as select leadership staff.

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 Chiefs of Staff, 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 \$205 as disclosed on the sponsor form.



Chiefs of Staff Conference
March 8-10, 2018

**CONGRESSIONAL
INSTITUTE EVENTS**

DOWNLOAD THE APP
TODAY!

Thursday, March 8, 2018

12:00 PM	Bus Departs	Rayburn Horseshoe
2:30 PM	Conference Registration	Choptank Ballroom Foyer
3:00-3:05 PM	Welcome Mark Strand, Congressional Institute	Choptank Ballroom
3:05-4:05 PM	Middle Class Americans' Views of the Tax Plan: The Opportunity for 2018 David Winston, The Winston Group Myra Miller, The Winston Group	Choptank Ballroom
4:10-5:30 PM	Workforce Development Kristina Rasmussen, Foundation for Government Accountability	Choptank Ballroom
6:30-9:00 PM	Reception & Dinner Ari Sacher, US-Israel Education Association	Chesapeake ABCD

Friday, March 9, 2018

8:00 AM	Breakfast	Chesapeake ABCD
9:00-10:45 AM	The Effective Congressional Office Manager Mark Horstman, Manager Tools	Choptank Ballroom
10:50-12:00 noon	Accessing Leadership to Advance Your Boss' Legislative Agenda Moderator: Mark Strand, Congressional Institute Jonathan Burks, Office of the Speaker Barrett Karr, Office of the Majority Leader Brett Horton, Office of the Majority Whip Jeremy Deutsch, House Republican Conference	Choptank Ballroom

12:15-2:00 PM	Lunch David Wasserman, The Cook Political Report	Chesapeake ABCD
2:00-3:00 PM	Joint Select Committee on Budget and Appropriations Process Reform Moderator: Mark Strand Bill Hoagland, Bipartisan Policy Center Jim Dyer, Baker Donelson Stuart Butler, Brookings Institution Gordon Gray, American Action Forum	Choptank Ballroom
3:00-4:00 PM	Working with the White House Joyce Meyer, White House Office of Legislative Affairs Amy Swonger, White House Office of Legislative Affairs	Choptank Ballroom
4:00-5:00 PM	Twitter Is in the News, But What Technologies Work Best Seamus Kraft, OpenGov Foundation Eric Wilson, Learn Test Optimize	Choptank Ballroom
5:00-6:00 PM	An Ethics Primer: Preventing Ethics Violations Rob Walker, Wiley Rein LLP Elliot Berke, Berke Farah LLP	Choptank Ballroom
6:30-9:00 PM	Reception & Dinner The Honorable Kay Coles James, The Heritage Foundation	Chesapeake ABCD

Saturday, March 10, 2018

8:00 AM	Breakfast	Chesapeake ABCD
9:00-10:15 AM	Protecting Your Office Algirde Pipikaite, CyberSponse John Quattrone, Assistant Sergeant at Arms Reynold Schweickhardt, Committee on House Administration	Choptank Ballroom
10:30-12:00 noon	Best Practices Moderator: Mark Strand, Congressional Institute Greg Facchiano, Office of Rep. Lloyd Smucker Charlie Keller, Office of Rep. Ann Wagner	Choptank Ballroom
12:00 PM	End of Retreat Bus Departs	Convention Entrance

House Staff

First Name	Last Name	Job Title	Institution
Rob	Adkerson	Chief of Staff	Office of Rep. Loudermilk
Kara	Ahern	Chief of Staff	Office of Rep. Cheney
Joshua	Althouse	Outreach Director	Office of the Speaker
Eric	Amidon	Chief of Staff	Office of Rep. Zeldin
Doug	Andres	Press Secretary for White House Press	Office of the Speaker
Hannah	Andrews	Chief of Staff	Office of Rep. Tenney
Tommy	Andrews	Member Services Director	Office of the Speaker
Geoff	Antell	Assistant to the Speaker for Policy/Counsel	Office of the Speaker
Reyn	Archer	Chief of Staff	Office of Rep. Fortenberry
Cyrus	Artz	Chief of Staff	Office of Rep. Foxx
Luis	Bacó	Chief of Staff	Office of Rep. Gonzalez
Tim	Baker	Chief of Staff	Office of Rep. Allen
Rachel	Barkley	Director of Coalitions	House Republican Conference
Ray	Baum	Staff Director	House Committee on Energy and Commerce
Brendan	Belair	Chief of Staff	Office of Rep. Collins
Andrew	Bell	Chief of Staff	Office of Rep. Budd
Josh	Bell	Chief of Staff	Office of Rep. Estes
Megan	Bell	Chief of Staff	Office of Rep. Rogers (KY)
Brooke	Bennett	Chief of Staff	Office of Rep. Hill
Eric	Bergren	Chief of Staff	Office of Rep. Guthrie
Chris	Bien	Floor Assistant	Office of the House Majority Leader
John	Billings	Chief of Staff	Office of Rep. Faso
Matt	Bisenius	Chief of Staff	Office of Rep. Sensenbrenner
Robert	Boland	Chief of Staff	Office of Rep. Emmer
Chris	Bond	Communications Director	Office of the House Majority Whip

Kyle	Bonini	Chief of Staff	Office of Rep. Trott
Lorissa	Bounds	Chief of Staff	Office of Rep. Walden
Joshua	Bowlen	Chief of Staff	Office of Rep. Jones
Casey	Bowman	Chief of Staff	Office of Rep. Herrera Beutler
Colin	Brainard		Joint Economic Committee
Katelyn	Branley	Digital Director	House Republican Conference
Matthew	Brennan	Chief of Staff	Office of Rep. Thompson
Chris	Brinson	Chief of Staff	Office of Rep. Rogers (AL)
Marcus	Brubaker	Chief of Staff	Office of Rep. Posey
Natalie	Buchanan Joyce	Director of Member Services	Office of the House Majority Leader
Brendan	Buck	Counselor to the Speaker	Office of the Speaker
Eric	Burgeson	Chief of Staff	Office of Rep. Shuster
Jonathan	Burks	Chief of Staff	Office of the Speaker
Stuart	Burns	Chief of Staff	Office of Rep. Babin
Jeff	Butler	Chief of Staff	Office of Rep. McHenry
Larry	Calhoun	Chief of Staff	Office of Rep. Yoho
George	Callas	Senior Tax Counsel	Office of the Speaker
Ronald	Carara	Chief of Staff	Office of Rep. Donovan
Chad	Carlough	Chief of Staff	Office of Rep. Byrne
Dustin	Carmack	Chief of Staff	Office of Rep. DeSantis
Ryan	Carney	Chief of Staff	Office of Rep. MacArthur
Chris	Carter	Chief of Staff	Office of Rep. Hudson
Jessica	Carter	Chief of Staff	Office of Rep. Rooney (FL-19)
Caroline	Cash	Chief of Staff	Office of Rep. Comer
Andrew	Christianson	Chief of Staff	Office of Rep. Noem
Sheria	Clarke	Staff Director	House Committee on Oversight and Government Reform
Robert	Cogan	Chief of Staff	Office of Rep. Black
Michael	Conallen	Chief of Staff	Office of Rep. Fitzpatrick

Chris	Connelly	Chief of Staff	Office of Rep. Hartzler
Brandon	Consolvo	Senior Policy Advisor	Office of the House Majority Leader
Derrick	Corbett	Chief of Staff	Office of Rep. Woodall
Stephen	Cote	Staff Director	House Committee on Rules
Michael	Cravens	Chief of Staff	Office of Rep. Harper
Chris	Crawford	Chief of Staff	Office of Rep. Carter (GA)
Cindy	Crick	Chief of Staff	Office of Rep. Gowdy
Nick	Crocker	Deputy Director of Member Services	House Republican Conference
Mark	Cruz	Chief of Staff	Office of Rep. Rokita
Patrick	Cuff	Chief of Staff	Office of Rep. Pearce
Mike	Cunnington	Chief of Staff	Office of Rep. Labrador
Dante	Cutrona	Chief of Staff	Office of Rep. Costello
McKay	Daniels	Chief of Staff	Office of Rep. Gallagher
Jennifer	Daulby	Chief of Staff	Office of Rep. Davis
Dave	Davis	Chief of Staff	Office of Rep. Brady
Pamela	Day	Chief of Staff	Office of Rep. Young (AK)
Muffy	Day	Chief of Staff	Office of Rep. Handel
Jonathan	Day	Chief of Staff	Office of Rep. Wilson
James	Decker	Chief of Staff	Office of Rep. Burgess
Jeremy	Deutsch	Chief of Staff	House Republican Conference
Jon	DeWitte	Chief of Staff	Office of Rep. Huizenga
Monica	Didiuk	Chief of Staff	Office of Rep. Smith (NE)
Dino	DiSanto	Chief of Staff	Office of Rep. Joyce
Kelly	Dixon	Director of Legislative Operations	Office of the House Majority Leader
Derrick	Dockery	Coalitions Coordinator	Office of the Speaker
John	Donnelly	Chief of Staff	Office of Rep. Graves (GA)
Mark	Drelling	Chief of Staff	Office of Rep. Bacon
Jeff	Dressler	National Security Advisor	Office of the Speaker
Ivan	DuBois	Chief of Staff	Office of Rep. Love

Andrew	Duke	Chief of Staff	Office of Rep. Hensatling
Will	Dunham	Policy Director	Office of the House Majority Leader
John	Dutton	Chief of Staff	Office of Rep. Harris
Rick	Dykema	Chief of Staff	Office of Rep. Rohrabacher
Kevin	Eichinger	Chief of Staff	Office of Rep. Jordan
David	Eiselsberg	Chief of Staff	Office of Rep. Johnson (TX)
Jaryn	Emhof	Chief of Staff	Office of Rep. Webster
Mark	Epley	General Counsel	Office of the Speaker
Laurie	Esau	Chief of Staff	Office of Rep. Paulsen
Greg	Facchiano	Chief of Staff	Office of Rep. Smucker
Kathryn	Facchiano	Chief of Staff	Office of Rep. Higgins
Susan	Falconer	Chief of Staff	Office of Rep. Comstock
Ben	Falkowski	Chief of Staff	Office of Rep. Walorski
John	Ferland	Chief of Staff	Office of Rep. Blum
Allan	Fillip	Chief of Staff	Office of Rep. Bishop (MI)
Lauren	Fine	Press Secretary	Office of the House Majority Whip
Paul	Fitzpatrick	Chief of Staff	Office of Rep. Meadows
Kevin	Fitzpatrick	Staff Director	House Committee on Small Business
Chuck	Flint	Chief of Staff	Office of Rep. Blackburn
Kevin	Fogarty	Chief of Staff	Office of Rep. King (NY)
Nicole	Foltz	Counsel for Floor Operations	Office of the Speaker
Clark	Fonda	Chief of Staff	Office of Rep. Pittenger
Gina	Foote	Chief of Staff	Office of Rep. Poe
Nancy	Fox	Staff Director	House Committee on Appropriations
Spencer	Freebairn	Chief of Staff	Office of Rep. Granger
Jamie	Gahun	Chief of Staff	Office of Rep. Culberson
Jason	Galanes	Chief of Staff	Office of Rep. LoBiondo
Steve	Gilleland	Chief of Staff	Office of Rep. McCaul
Stacey	Glasscock	Chief of Staff	Office of Rep. Lucas

Kyle	Glenn	Chief of Staff	Office of Rep. Ross
Cesar	Gonzalez	Chief of Staff	Office of Rep. Diaz-Balart
Alex	Gourdikian	Scheduler	Office of the House Majority Leader
Joshua	Green	Chief of Staff	Office of Rep. Tipton
Bob	Griffitts	Chief of Staff	Office of Rep. Duncan (TN)
Josh	Grogis	Chief of Staff	Office of Rep. Cole
Hillary	Gross	Chief of Staff	Office of Rep. Gibbs
Mark	Gruman	Chief of Staff	Office of Rep. Cramer
Connie	Hair	Chief of Staff	Office of Rep. Gohmert
Colby	Hale	Chief of Staff	Office of Rep. Williams
Hugh	Halpern	Director of Floor Operations	Office of the Speaker
Mike	Hamilton	Chief of Staff	Office of Rep. McKinley
Derek	Harley	Chief of Staff	Office of Rep. Wenstrup
Christopher	Harmer	Chief of Staff	Office of Rep. Stewart
Kara	Hauck	Communications Director	House Republican Conference
Bob	Haueter	Chief of Staff	Office of Rep. Farenthold
Lynn	Haueter	Deputy Chief of Staff	Office of Rep. Estes
Hayden	Haynes	Chief of Staff	Office of Rep. Johnson (LA)
Katie	Hazlett	Chief of Staff	Office of Rep. Frelinghuysen
Christine	Heggem	Chief of Staff	Office of Rep. Gianforte
Jennifer	Hemingway	Director of House Operations	Office of the Speaker
Cindy	Herrle	Assistant to the Speaker for Policy	Office of the Speaker
Casey	Higgins	Assistant to the Speaker for Policy	Office of the Speaker
Joan	Hillebrands	Chief of Staff	Office of Rep. Upton
Jim	Hippe	Chief of Staff	Office of Rep. Fleischmann
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Michael	Hough	Chief of Staff	Office of Rep. Mooney
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Zach	Howell	Chief of Staff	Office of Rep. Katko
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Joseph	Kaufman	Chief of Staff	Office of Rep. Bridenstine
Jimmy	Keady	Chief of Staff	Office of Rep. Garrett
Charlie	Keller	Chief of Staff	Office of Rep. Wagner
Mark	Kelly	Chief of Staff	Office of Rep. Brat
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Drew	Kent	Chief of Staff	Office of Rep. Dent
Carolyn	King	Chief of Staff	Office of Rep. Wittman
Michael	Kirlin	Chief of Staff	Office of Rep. Meehan
Kyle	Kizzier	Chief of Staff	Office of Rep. Mitchell
Tucker	Knott	Chief of Staff	Office of Rep. Holding
Lindley	Kratovil	Chief of Staff	Office of Rep. Stefanik
Daniel	Kroese	Chief of Staff	Office of Rep. Ratcliffe
Matt	Lahr	Chief of Staff	Office of Rep. Banks
James	Langenderfer	Chief of Staff	Office of Rep. Mast
Patrick	Large	Chief of Staff	Office of Rep. Palazzo
Pete	Larkin	Chief of Staff	Office of Rep. Goodlatte

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Joe	Lillis	Chief of Staff	Office of Rep. Long
Tony	Lis	Chief of Staff	Office of Rep. Bergman
Scott	Luginbill	Chief of Staff	Office of Rep. Walker
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Rick	Terrazas	Chief of Staff	Office of Rep. Hunter
Brian	Thomas	Chief of Staff	Office of Rep. Marchant
John	Thomas	Chief of Staff	Office of Rep. Taylor
Russ	Thomasson	Chief of Staff	Office of Rep. Arrington
Ryan	Thompson	Chief of Staff	Office of Rep. Barton
Tyler	Threadgill	Chief of Staff	Office of Rep. Kustoff
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Tom	Van Flein	Chief of Staff	Office of Rep. Gosar
Richard	Vaughn	Chief of Staff	Office of Rep. DesJarlais
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Ashlee	Vinyard	Chief of Staff	Office of Rep. Smith (TX)
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Veronica	Wong	Chief of Staff	Office of Rep. Issa
Leafaina	Yahn	Chief of Staff	Office of Rep. Radewagen
Jason	Yaworske	Chief of Staff	Office of Rep. Davidson
Bill	Zito	Chief of Staff	Office of Rep. Olson