



U.S. House of Representatives

COMMITTEE ON ETHICS

Employee Post-Travel Disclosure Form

Original Amendment

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, B-81 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: Taylor Andreae
2. a. Name of Accompanying Relative: _____ OR None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: 05/03/19 Return: 05/04/19
 b. Dates at Personal Expense, if any: _____ OR None
4. Departure City: Washington, DC Destination: Baltimore, MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Chief of Staff leadership weekend where I attended numerous meetings discussing leadership and management of a Congressional office.
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* the *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 statement is true by checking the box:
 b. If not, explain: _____

LEGISLATIVE RESOURCE CENTER
2019 MAY 10 PM 2:05
U.S. HOUSE OF REPRESENTATIVES

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

Signature of Traveler: Date: 5/8/19

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: Date: 5-8-2019

Signature of Supervising Member: MIKE GALLAGHER



U.S. House of Representatives

COMMITTEE ON ETHICS

Sponsor Post-Travel Disclosure Form

Original Amendment

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 ten 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): Baltimore, MD

3. Date of Departure: May 3, 2019 Date of Return: May 4, 2019

4. Name(s) of Traveler(s): See Attached List

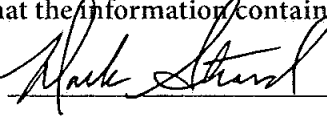
Note: You may list more than one traveler on a form only if *all* information is *identical* for each person listed.

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

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
Traveler	\$0.00	\$172.10	\$85.67	\$147.29 - Room Rental
Accompanying Family Member				

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:  Date: May 9, 2019

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: 703-837-8812 Email: 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: Taylor Andreae
2. Sponsor(s) who will be paying for the trip: Congressional Institute
3. Travel Destination(s): Baltimore, Maryland
4. a. Date of Departure: 5/2/19 Date of Return: 5/4/19
 b. Will you be extending the trip at your personal expense? Yes No
 If yes, list dates at personal expense: _____
5. a. Will you be accompanied by a family member at the sponsor's expense? Yes No If yes:
 (1) Name of Accompanying Family Member: _____
 (2) Relationship to Traveler: Spouse Child Other (specify): _____
 (3) Accompanying Family Member is at least 18 years of age: Yes No
6. a. Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)? Yes No
 b. If yes, and you are requesting lodging for two nights, explain why the second night 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.**

The focus of the weekend is to join other Chiefs of Staff to learn new management ideas, best practices, and cultivate new and existing relationships.

9. Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, 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.

Signature of Employing Member _____

Date 3-27-19



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 website (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 family member of the House invitee(s)? Yes No
6. Date of Departure: May 2, 2019 Date of Return: May 4, 2019
7. a. City of departure: Washington, DC
b. Destination(s): Baltimore, MD
c. City of return: Washington, DC
8. Check only one. I represent that:
 - 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 only 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 you checked this box, explain why the second night of lodging is warranted: _____



U.S. House of Representatives

COMMITTEE ON ETHICS

10. Attached is a detailed agenda of the activities 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 only one of the following:*
- 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. *Not Applicable.* 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. *Check only one.* I represent that either:

- 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): Thur - \$56. Fri - \$101. Sat - \$21

2) Provide the reason for selecting the location of the event or trip: Relative proximity to Washington, DC and capacity to handle a large event.

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

Hotel Name: Renaissance Baltimore Harborplace City: Baltimore, MD Cost Per Night: \$149

Reason(s) for Selecting: Proximity to DC, Availability, Security & 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:*



U.S. House of Representatives

COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
<input checked="" type="checkbox"/> Good Faith Estimates			
For each Member, Officer, or Employee	\$72	\$344	\$178
For each Accompanying Family Member	\$72	\$0	\$143

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	\$336	Room Rental
For each Accompanying Family Member	\$336	Room Rental

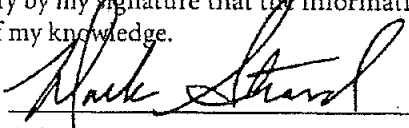
NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

19. Check only one:

- a. I certify that I am an officer of the organization listed below: OR
- b. *Not Applicable.* Trip 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:  Date: 3/15/2019

Name: Mark Strand

Title: President

Organization: Congressional Institute

Address: 1700 Diagonal Road #730, Alexandria, VA 22314

Telephone: 703-837-8812

Email: 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, D.C. 20515
 Phone: 202-225-7103 General Fax: 202-225-7392

Theodore E. Deutch, Florida
Chairman
Kenny Marchant, Texas
Ranking Member

Grace Meng, New York
Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Anthony Brown, Maryland

John Ratcliffe, Texas
George Holding, North Carolina
Jackie Walorski, Indiana
Michael Guest, Mississippi



ONE HUNDRED SIXTEENTH CONGRESS

U.S. House of Representatives
COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Atrojo
Counsel to the Chairman

Christopher A. Donesa
Counsel to the Ranking Member

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

May 1, 2019

Mr. Taylor Andreae
Office of the Honorable Mike Gallagher
1230 Longworth House Office Building
Washington, DC 20515

Dear Mr. Andreae:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Baltimore, Maryland, scheduled for May 2 to 4, 2019, sponsored by 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,

Theodore E. Deutch
Chairman

Kenny Marchant
Ranking Member

TED/KM: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 \$336 as disclosed on the sponsor form.

Staff

Last Name	Job Title	Institution
Adkerson	Chief of Staff	Office of Rep. Loudermilk
Adler	Communications Director	House Republican Conference
Ahern	Chief of Staff	House Republican Conference
Albares	Chief of Staff	Office of Rep. Roby
Alburger	Chief of Staff	Office of Rep. Joyce
Amidon	Chief of Staff	Office of Rep. Zeldin
Anderson	Chief of Staff	Office of Rep. Lamborn
Anderson	Digital Director	House Republican Conference
Andreae	Chief of Staff	Office of Rep. Gallagher
Andres	Staff Director	House Committee on Ways and Means
Archer	Chief of Staff	Office of Rep. Fortenberry
Artz	Chief of Staff	Office of Rep. Foxx
Baker	Chief of Staff	Office of Rep. Allen
Baker	Chief of Staff	Office of Rep. Crenshaw
Bayer	Chief of Staff	Office of Rep. Fulcher
Belair	Staff Director	House Committee on Judiciary
Bell	Chief of Staff	Office of Rep. Budd
Bell	Chief of Staff	Office of Rep. Estes
Bell	Chief of Staff	Office of Rep. Rogers (KY)
Bennett	Chief of Staff	Office of Rep. Hill
Bergren	Chief of Staff	Office of Rep. Guthrie
Bien	Deputy Director of Floor Operations	Office of the Leader
Billman	Deputy Chief of Staff	Office of Rep. Hern
Bisenius	Chief of Staff	Office of Rep. Sensenbrenner
Blair	Chief of Staff	Office of Rep. Steube
Bloomquist	Staff Director	House Committee on Energy and

la	Boffelli	Chief of Staff	Commerce
	Bonnaure	Chief of Staff	Office of Rep. Gonzalez
a	Boothe	Member Services Director	Office of Rep. Reschenthaler
	Bounds	Chief of Staff	House Republican Conference
	Bowlen	Chief of Staff	Office of Rep. Walden
	Bowman	Chief of Staff	Office of North Carolina 3rd District
	Braden	Staff Director	Office of Rep. Herrera Beutler
	Brainard	Chief of Staff	House Committee on Natural Resources
	Brennan	Chief of Staff	Office of Rep. Watkins
	Brinson	Chief of Staff	Office of Rep. Thompson
	Brown	Chief of Staff	Office of Rep. Rogers (AL)
	Brown	Chief of Staff	Office of Rep. Arrington
	Burns	Chief of Staff	Office of Rep. Graves (MO)
	Butler	Chief of Staff	Office of Rep. Posey
	Byers	Chief of Staff	Office of Rep. McHenry
	Calhoun	Chief of Staff	Office of Rep. Hurd
	Carlough	Chief of Staff	Office of Rep. Yoho
	Carlson	Chief of Staff	Office of Rep. Byrne
	Carmack	Chief of Staff	Office of Rep. McCaul
	Carney	Chief of Staff	Office of Rep. Ratcliffe
	Carr	Chief of Staff	Office of Rep. Steil
agh	Carr	General Counsel	Office of the Leader
	Carter	Chief of Staff	Office of Rep. Hudson
	Carter	Chief of Staff	Office of Rep. Rooney (FL-19)
a	Cash	Chief of Staff	Office of Rep. Comer
larie	Chotvacs	Staff Director	House Committee on Appropriations
	Christianson	Chief of Staff	Office of Rep. Johnson (SD)
	Connelly	Chief of Staff	Office of Rep. Hartzler
	Corbett	Chief of Staff	Office of Rep. Woodall

Cote	Staff Director	House Committee on Financial Services
Couhig	Chief of Staff	Office of Rep. Babin
Crawford	Chief of Staff	Office of Rep. Carter (GA)
Cutrona	Chief of Staff	Office of Rep. Meuser
Dankler	Chief of Staff	Office of Rep. Walorski
Daulby	Staff Director	House Committee on Administration
Davis	Chief of Staff	Office of Rep. Brady
Day	Chief of Staff	Office of Rep. Wilson
Day	Chief of Staff	Office of Rep. Young (AK)
Decker	Chief of Staff	Office of Rep. Burgess
DeWitte	Chief of Staff	Office of Rep. Huizenga
Didiuk	Chief of Staff	Office of Rep. Smith (NE)
Dietz	Chief of Staff	Office of Rep. Taylor
Dimenstein	Chief of Staff	Office of Rep. Schweikert
Dixon Chambers	Staff Director	House Committee on Rules
Donnellan	Chief of Staff	Office of Rep. Miller
Donnelly	Chief of Staff	Office of Rep. Graves (GA)
Downs	Chief of Staff	Office of Rep. Guest
Dreiling	Chief of Staff	Office of Rep. Bacon
Drzewicki	Policy Director	House Republican Conference
Dunham	Deputy Chief of Staff for Policy	Office of the Leader
Dutton	Chief of Staff	Office of Rep. Harris (MD)
Eichinger	Chief of Staff	Office of Rep. Jordan
Ernhof	Chief of Staff	Office of Rep. Webster
Engling	Deputy Member Services Director	Office of the Leader
Etue	Chief of Staff	Office of Rep. Williams
Exner	Communications Director	Office of the Leader
Facchiano	Chief of Staff	Office of Rep. Higgins
Facchiano	Chief of Staff	Office of Rep. Smucker

Ferland	Chief of Staff	Office of Rep. Massie
Fine	Communications Director	Office of the Whip
Fitzpatrick	Staff Director	House Committee on Small Business
Fitzpatrick	Chief of Staff	Office of Rep. Meadows
Fogarty	Chief of Staff	Office of Rep. King (NY)
Freebairn	Chief of Staff	Office of Rep. Granger
Geiger	Chief of Staff	Office of Rep. Balderson
Glasscock	Chief of Staff	Office of Rep. Lucas
Gonzalez	Chief of Staff	Office of Rep. Diaz-Balart
Gosnell	Director of Operations & Scheduler	Office of the Whip
Green	Chief of Staff	Office of Rep. Tipton
Grider	Chief of Staff	Office of Rep. Burchett
Grogis	Chief of Staff	Office of Rep. Cole
Gross	Chief of Staff	Office of Rep. Gibbs
Guaglianone	Coalitions Director	House Republican Conference
Gunderson-Schwarz	Chief of Staff	Office of Rep. Lesko
Hair	Chief of Staff	Office of Rep. Gohmert
Hamilton	Chief of Staff	Office of Rep. McKinley
Harley	Chief of Staff	Office of Rep. Wenstrup
Harris	Chief of Staff	Office of Rep. Gooden
Haynes	Chief of Staff	Office of Rep. Johnson (LA)
Heggem	Chief of Staff	Office of Rep. Gianforte
Henderson	Special Assistant	House Republican Conference
Hewitt	Chief of Staff	Office of Rep. Davidson
Hill	Policy Advisor	Office of the Leader
Hilleary	Chief of Staff	Office of Rep. Rose
Hillebrands	Chief of Staff	Office of Rep. Upton
Hippe	Chief of Staff	Office of Rep. Fleischmann
Hittos	Chief of Staff	Office of Rep. Bilirakis

Hixon	Staff Director	House Committee on Oversight and Government Reform
Hodson	Chief of Staff	Office of Rep. McMorris Rodgers
Hook	Chief of Staff	Office of Rep. Collins (NY)
Horton	Chief of Staff	Office of the Whip
Hough	Chief of Staff	Office of Rep. Mooney
Howard	Chief of Staff	Office of Rep. Turner
Howell	Chief of Staff	Office of Rep. Katko
Howell	Chief of Staff	Office of Rep. Kelly (MS)
Hughes	Policy Director	Office of the Whip
Jackson	Chief of Staff	Office of Rep. Bucshon
Joyce	Director of Member Services	Office of the Leader
Karr	Chief of Staff	Office of the Leader
Karvelas	Chief of Staff	Office of Rep. Buchanan
Katz	Chief of Staff	Office of Rep. Collins (GA)
Keller	Chief of Staff	Office of Rep. Banks
Keller	Chief of Staff	Office of Rep. Wagner
Kelly	Chief of Staff	Office of Rep. Olson
Keniry	Staff Director	House Committee on Budget
Kennett	Chief of Staff	Office of Rep. Calvert
Ketchel	Chief of Staff	Office of Rep. Waltz
King	Chief of Staff	Office of Rep. Wittman
Kizzier	Chief of Staff	Office of Rep. Mitchell
Klump	Chief of Staff	Office of Rep. Duncan (SC)
Knott	Chief of Staff	Office of Rep. Holding
Koetzle	Chief of Staff	Office of Rep. Stauber
Langenderfer	Chief of Staff	Office of Rep. Mast
Laukitis	Chief of Staff	Office of Rep. Walberg
Lawrence	Chief of Staff	Office of Rep. Scott

Leganski	Director of Floor Operations	Office of the Leader
Leighton	Chief of Staff	Office of Rep. Armstrong
Letlow	Chief of Staff	Office of Rep. Abraham
Lifhits	Deputy Policy Director	House Republican Conference
Lillis	Chief of Staff	Office of Rep. Long
Lipscomb	Chief of Staff	Office of Rep. Palazzo
Lis	Chief of Staff	Office of Rep. Bergman
Lolli	Chief of Staff	Office of Rep. Gonzalez
Lorraine	Senior Policy Advisor & Counsel	Office of the Leader
Lowry	Chief of Staff	Office of Rep. Dunn
Luginbill	Chief of Staff	Office of Rep. Walker
Lungren-McCollum	Chief of Staff	Office of Rep. Griffith
Magary	Chief of Staff	Office of Rep. Cloud
Maneval	Chief of Staff	Office of Rep. Emmer
Manley	Chief of Staff	Office of Rep. Davis
Martin	Chief of Staff	Office of Rep. Thornberry
Martinez	Press Secretary	Office of the Leader
Mazol	Chief of Staff	Office of Rep. Biggs
McCullough	Chief of Staff	Office of Rep. Bost
McLaren	Chief of Staff	Office of Rep. Timmons
McMichael	Chief of Staff	Office of Rep. Weber
Meachum	Chief of Staff	Office of Rep. Duffy
Meadows	Chief of Staff	Office of Rep. Newhouse
Meyer	Chief of Staff	Office of Rep. Roe
Meyer	Senior Policy Advisor	Office of the Leader
Miller	Chief of Staff	Office of Rep. Amodei
Miller	Chief of Staff	Office of Rep. Carter (TX)
Miller	Chief of Staff	Office of Rep. Cline
Miller	Chief of Staff	Office of Rep. Roy

Miller	Chief of Staff	Office of Rep. Scalise
Min	Deputy Chief of Staff & Counsel	Office of the Leader
Minkler	Deputy Floor Director	Office of the Whip
Moeglein	Chief of Staff	Office of Rep. Westerman
Muglia	Chief of Staff	Office of Rep. Perry
Murphy	Chief of Staff	Office of Rep. Rouzer
Murry	Senior Policy Advisor	Office of the Leader
Napier	Director of Floor Operations	Office of the Whip
Nash	Deputy Chief of Staff	Office of Rep. Womack
Natonski	Chief of Staff	Office of Rep. Riggleman
Nelson	Chief of Staff	Office of Rep. Amash
Noonan	Chief of Staff	Office of Rep. Smith (NJ)
Norman	Chief of Staff	Office of Rep. Curtis
O'Toole	Cloakroom Floor Director	Office of the Leader
Oehmen	Chief of Staff	Office of Rep. Flores
Palmer-Barton	Chief of Staff	Office of Rep. Chabot
Pardo	National Press Secretary	House Republican Conference
Pettitt	Chief of Staff	Office of Rep. Brooks (AL)
Pfrang	Chief of Staff	Office of Rep. LaHood
Piland	Chief of Staff	Office of Rep. Norman
Pileggi	Chief of Staff	Office of Rep. Stefanik
Plank	Chief of Staff	Office of Rep. Nunes
Plaut	Operations Director	House Republican Conference
Poling	Executive Director	NRCC
Porter	Member Services Assistant	House Republican Conference
Poulios	Chief of Staff	Office of Rep. Latta
Ramey	Chief of Staff	Office of Rep. Luetkemeyer
Reiser	Deputy Policy Director	Office of the Whip
Reising	Director of Member Services	Office of the Whip

Reil	Chief of Staff	Office of Rep. Aderholt
Renteria	Chief of Staff	Office of Rep. Fitzpatrick
Renz	Staff Director	House Committee on Education and Workforce
Roberts	Chief of Staff	Office of Rep. Shimkus
Robertson	Chief of Staff	Office of Rep. Buck
Robertson	Chief of Staff	Office of Rep. Marshall
Robertson	Chief of Staff	Office of Rep. Pence
Robinette	Chief of Staff	Office of Rep. Spano
Rogers	Chief of Staff	Office of Pennsylvania 12th District
Roig	Deputy Chief of Staff (DC)	Office of Rep. Graves (LA)
Roman	Chief of Staff	Office of Rep. Smith (MO)
Rosado	Chief of Staff	Office of Rep. Barr
Ryan	Chief of Staff	Office of Rep. Moolenaar
Saparow	Chief of Staff	Office of the Chief Deputy Whip
Sass	Staff Director	House Committee on Transportation and Infrastructure
Savage	Chief of Staff	Office of Rep. Brooks (IN)
Schertz	Staff Director	House Committee on Agriculture
Shaw	Chief of Staff	Office of Rep. Hollingsworth
Shields	Staff Director	House Committee on Foreign Affairs
Shoemaker	Chief of Staff	Office of Rep. Joyce (PA)
Shumate	Chief of Staff	Office of Rep. Crawford
Siao	Chief of Staff	Office of Rep. Green
Simpson	Chief of Staff	Office of Rep. Rutherford
Slater	Chief of Staff	Office of Rep. Simpson
Smith	Staff Director	House Committee on Science, Space and Technology
Smith	Chief of Staff	Office of Rep. Palmer
Smith	Digital Communications Director	Office of the Leader

Smullen	Chief of Staff	Office of Rep. Johnson (OH)
Sobel	Chief of Staff	Office of Rep. Cook
Sours	Chief of Staff	Office of Rep. Hice
Souza	Staff Director	House Committee on Intelligence
Spannagel	Chief of Staff	Office of Rep. LaMalfa
Sparks	Deputy Chief of Staff for Communications	Office of the Leader
Specht	Senior Policy Advisor	Office of the Leader
Stevens	Chief of Staff	Office of Rep. King (IA)
Stewart	Staff Director	House Committee on Armed Services
Stopp	Chief of Staff	Office of Rep. Mullin
Stroia	Chief of Staff	Office of Rep. Kelly (PA)
Su	Chief of Staff	Office of Rep. Hagedorn
Taylor	Staff Director	House Committee on Ethics
Terrazas	Chief of Staff	Office of Rep. Hunter
Thomas	Chief of Staff	Office of Rep. Marchant
Thompson	Chief of Staff	Office of Rep. Wright
Threadgill	Chief of Staff	Office of Rep. Kustoff
Towers	Staff Director	House Committee on Veterans Affairs
Tudor	Deputy Chief of Staff	Office of Rep. McClintock
Van Flein	Chief of Staff	Office of Rep. Gosar
Vaughn	Chief of Staff	Office of Rep. DesJarlais
VerVeide	Chief of Staff	Office of Rep. Grothman
Vieson	Staff Director	House Committee on Homeland Security
Vinyard	Chief of Staff	Office of Rep. Baird
Watson	Chief of Staff	Office of Rep. Rice
Wayne	Chief of Staff	Office of Rep. Reed
Weatherford	Chief of Staff	Office of Rep. Kinzinger
Whetstone	Chief of Staff	Office of Rep. Stivers
White	Chief of Staff	Office of Rep. Stewart

Williams
Wiser
Wyant
Yahn

Chief of Staff
Chief of Staff
Chief of Staff
Chief of Staff

Office of Rep. Conaway
Office of Rep. Bishop
Office of Rep. Gaetz
Office of Rep. Radewagen

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Chiefs of Staff Conference
May 2-4, 2019

Thursday, May 2, 2019



**CONGRESSIONAL
INSTITUTE EVENTS**

DOWNLOAD THE APP
TODAY!

1:30 PM	Buses Depart	Rayburn Horseshoe
2:30 PM	Check-In	Baltimore Ballroom Foyer (5th Floor)
3:00 - 3:05 PM	Welcome Mark Strand, Congressional Institute	Baltimore Ballroom
3:05 - 4:05 PM	Socialism vs. Capitalism David Winston, The Winston Group Myra Miller, The Winston Group	Baltimore Ballroom
4:10 - 5:30 PM	Communicating in the Minority Michael Steel, Hamilton Place Strategies Parker Poling, National Republican Campaign Committee Ali Pardo, House Republican Conference	Baltimore Ballroom
6:30 - 9:00 PM	Reception Dinner: Love Your Enemies Arthur Brooks, American Enterprise Institute	Baltimore Ballroom Foyer Maryland D

Friday, May 3, 2019

8:00 - 8:45 AM	Breakfast	Maryland D
9:00 - 9:45 AM	Accessing Leadership to Advance Your Boss' Legislative Agenda Moderator: Mark Strand Barrett Karr, Office of the House Republican Leader Brett Horton, Office of the House Republican Whip Kara Ahern, House Republican Conference	Baltimore Ballroom

9:45 - 10:30 AM **Working with the White House** **Baltimore Ballroom**
Moderator: Mark Strand
Shahira Knight, Assistant to the President, Office of Legislative Affairs
Ben Howard, Deputy Assistant to the President, Office of Legislative Affairs

10:45 - 12:15 PM **Being Chief** **Baltimore Ballroom**
Rick Miller, Being Chief

12:15 - 2:00 PM **Lunch** **Maryland D**
Guy Benson, Townhall.com

2:00 - 3:45 PM **The Effective Congressional Office Manager** **Baltimore Ballroom**
Mark Horstman, Manager Tools

4:00 - 5:00 PM **Modernization Committee: Opportunity for Office Improvement?** **Baltimore Ballroom**
Moderator: Mark Strand
Bradford Fitch, Congressional Management Foundation
Alex Kouts, Indigov

5:00 - 6:00 PM **Ethics Primer** **Baltimore Ballroom**
Rob Walker, Wiley Rein LLP

6:30 - 9:00 PM **Reception** **Baltimore Ballroom Foyer**
Dinner: The Roaring 2020s: The Coming Decade of Disruption and Reform
Bruce Mehlman, Mehlman Castagnetti Rosen & Thomas **Maryland D**

Saturday, May 4, 2019

8:00 - 8:45 AM **Breakfast** **Maryland D**

9:00 - 10:30 AM **Best Practices** **Baltimore Ballroom**
Moderator: Mark Strand
Charlie Keller, Office of Rep. Wagner
Greg Facchiano, Office of Rep. Smucker

10:45 - 12:00 PM **Wrap-Up** **Baltimore Ballroom**
Moderator: Mark Strand

12:00 PM **End of Retreat**
Bus Departs **Hotel Front Entrance (South Street)**