



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: Conservative Partnership Institute (Winter Leadership Conference)

2. Travel Destination(s): Amelia Island, Florida

3. Date of Departure: _____ Date of Return: 2/14/2022

4. Name(s) of Traveler(s): Melissa Brown

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	\$209.98	\$798	\$494	
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: Ed Corrigan Date: 2/22/22

Name: Edward Corrigan Title: President & CEO

Organization: Conservative Partnership Institute

☒ I am an officer of the above-named organization. Signify statement is true by checking box.

Address: 300 Independence Ave SE, Washington DC 20003

Email: edwardtcorrigan@gmail.com Telephone: 202-680-8746

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. This form and any attachments may be 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: Melissa Brown

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): House Freedom Caucus

Office Address: 27 Independence Ave, SE Washngton, D.C. 20003

Telephone Number: 202-839-7135

Email Address of Contact Person: melissa.brown@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 on Ethics at 202-225-7103 or via e-mail: travel.requests@mail.house.gov.



U.S. House of Representatives

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Melissa Brown
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Conservative Partnership Institute, Inc. (CPI)
3. City and State OR Foreign Country of Travel: Amelia Island, FL
4. a. Date of Departure: Feb 12, 2022 Date of Return: Feb 14, 2022
b. Yes ☐ No ☒ Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes ☐ No ☒ Will you be accompanied by a family member at the sponsor's expense? If yes:
(1) Name of Accompanying Family Member: _____
(2) Relationship to Traveler: ☐ Spouse ☐ Child ☒ Other (specify): _____
(3) Yes ☐ No ☐ Accompanying Family Member is at least 18 years of age:
6. a. Yes ☐ No ☒ 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)?
b. If yes, and you are requesting lodging for two nights, explain why the second night is warranted:
7. Yes ☒ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitee list, and any other attachments and Additional Sponsor Forms.

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 Communication Director for HFC the discussions and speakers at event will provide opportunities to connect, hear and learn from conservative leaders at the federal, state and local levels.
9. Yes ☐ No ☒ Is the traveler aware of any registered federal lobbyists or foreign agents involved planning, organizing, requesting, or arranging the trip?
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 2/4/22

Conservative Members Retreat

MOC Attendee List

February 10-12

Member First Name	Member Last Name	Spouse	Arrival Date	Departure Date
Ken	Buck		February 10th	February 12th
Ben	Cline		February 10th	February 12th
Andrew	Clyde		February 10th	February 12th
Byron	Donalds		February 10th	February 12th
Mark	Green		February 10th	February 12th
Morgan	Griffith		February 10th	February 12th
Matt	Rosendale		February 10th	February 12th
Jim	Jordan	Polly Jordan	February 10th	February 11th
Andy	Biggs	Cindy Biggs	February 10th	February 13th
Dan	Bishop	Jo Bishop	February 10th	February 14th
Lauren	Boebert		February 10th	February 14th
Warren	Davidson	Lisa Davidson	February 10th	February 14th
Bob	Good	Tracey Good	February 10th	February 14th
Paul	Gosar	Maude Gosar	February 10th	February 12th
Andy	Harris		February 10th	February 13th
Yvette	Herrell		February 10th	February 13th
Clay	Higgins	Becca Higgins	February 10th	February 14th
Mary	Miller		February 11th	February 13th
Alex	Mooney	Grace Mooney	February 10th	February 14th
Barry	Moore	Heather Moore	February 10th	February 14th
Ralph	Norman	Elaine Norman	February 10th	February 14th
Scott	Perry	Christy Perry	February 10th	February 14th
Randy	Weber	Brenda Weber	February 10th	February 14th

Staff First Name	Staff Last	RSVP	Arrival Date	Departure Date
Justin	Ouimette	Executive Director	February 10th	February 14th
Melissa	Brown	Comms Director, Rep. Scott Perry	February 10th	February 14th
Lauren	Muglia	COS, Rep. Scott Perry	February 10th	February 14th

2022 Winter Leadership Conference
Ritz Carlton, Amelia Island
February 12-14

Saturday, February 12th

Plaza Ballroom

- 12:00 – 1:15 PM Lunch buffet
Topic: Welcome Remarks & Overview of Conference
Speaker discussion with attendees introducing themselves and priorities for 2022
- 12:15 PM Opening Remarks: Mark Meadows, Senior Fellow, CPI
Intro & Prayer: Rep. Mary Miller
Moderator: Rep. Scott Perry
Panel: Rep. Ralph Norman
 Rep. Lauren Boebert
 Rep. Warren Davidson
- 1:15-1:25 PM - Break -
- 1:25 – 2:30 PM Session #1 – CPI Update & 2022 Outlook
2021 year in review and insight into upcoming programs and movement efforts
- Speaker: Ed Corrigan, President & CEO, CPI
 Mark Meadows, Senior Fellow, CPI
 Wesley Denton, COO, CPI
- 2:30-3:30 PM Session #2 – Winning Communications Strategy
Messaging current conservative policy goals for 2022 and beyond
- Moderator: Wesley Denton, COO, CPI
Panel: Dan Scavino, Former WH Deputy COS & Dir. of Social Media
 Alexei Woltornist, Compass Media
- 3:30-6:00 PM - Break -
- 6:00-7:00 PM Reception
Plaza Foyer
Topic: Conservative Policy Priorities in 2022
- Remarks: Mark Meadows, Senior Partner, CPI
 Rep. Bob Good, Rep. Scott Perry
- 7:00-9:00 PM Dinner
Plaza Ballroom
Topic: Building the American Movement
Remarks on what it takes to build an America First movement
- Intro: Rachel Bovard
Speaker Intro: Rep. Lauren Boebert
Speaker: Seth Dillon, CEO, Babylon Bee
Keynote Intro: Mark Meadows, Senior Partner, CPI
Keynote: Governor Ron DeSantis
Closing: Mark Meadows, Senior Partner, CPI

Sunday, February 13th
Plaza Ballroom

8:00-9:40 AM	Breakfast <u>Topic: Protecting American Liberties</u> <i>Remarks on what CPI-incubated groups are doing to protect American liberties through the courts, education, and shaping policy</i>
8:20 AM	Morning Devotion: Jeff Trimbath, M.Div Panel Introduction: Bret Bernhardt, CPI Board Trustee
8:35 AM	Moderator: Ed Corrigan, CEO, CPI Panel: Gene Hamilton, America First Legal Foundation Tom Jones, American Accountability Foundation Russ Vought, President, Center for Renewing America
9:40-9:50 AM	- Break -
9:50-11:00 AM	<u>Session #3 –CPI’s Election Integrity Network: What We’ve Done and How We Are Making 2022 the Year for Election Integrity</u> <i>Hear a discussion on what it takes to ensure honest elections</i> Intro: Ed Corrigan, President & CEO Remarks: Rep. Bob Good, VA Moderator: Cleta Mitchell, Senior Legal Fellow, CPI Panel: Rep. Yvette Herrell Lynn Taylor, President, Virginia Institute for Public Policy
11:00-12:15 PM	<u>Session #4 - Building State Freedom Caucuses</u> <i>Learn about a CPI supported effort to build a Freedom Caucus in each state legislature nationwide</i> Moderator: Mark Meadows, Senior Partner, CPI Speakers: Rep. Andy Biggs Andy Roth, President, SFCN
12:15-1:35 PM	Lunch <u>Topic: Combating Big Tech Censorship</u> <i>How conservatives can effectively push back against big tech censorship</i>
12:30 PM	Intro & Prayer: Rep. Barry Moore Moderator: Rachel Bovard, Senior Policy Director, CPI Panel: Rep. Dan Bishop Brent Bozell, Founder & President, Media Research Center
1:35-2:30 PM	- Break -
2:30 PM	Meeting in lobby to depart for offsite activity (<i>business casual attire</i>)
2:45 PM	Shuttle departs
3:00-4:45 PM	Networking Reception

Offsite

Topic: Building an American Movement through Strategic Partnerships

Remarks on how strategic partnerships can steward an America first agenda

Speaker: Mark Meadows, Senior Partner, CPI

4:45 PM

Depart for Ritz-Carlton, Amelia Island

5:00-6:00 PM

- Break -

6:00-9:00 PM

Dinner

Ritz-Carlton Ballroom

Topic: Scoring Policy Wins in 2022

Members share their thoughts on how to advance the conservative agenda in Congress this year

Remarks: Mark Meadows, Senior Partner, CPI

9:00-10:00 PM

Dessert Reception

Ballroom Foyer

Monday, February 14th

Salt Restaurant

9:00-10:30 AM

Farewell Valentine's Day Breakfast

Topic: Closing Discussion of CPI's Work to Advance Conservative Policies in 2022

A recap on the conference and forward look into CPI goals for 2022 & beyond

Speakers: Rep. Scott Perry
Mark Meadows, Senior Partner, CPI