



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, by email at gifttravelreports@mail.house.gov, 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: James Min
2. a. Name of Accompanying Relative: _____ OR None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: May 4, 2022 Return: May 6, 2022
b. Dates at Personal Expense, if any: _____ OR None ☐
4. Departure City: Washington, DC Destination: Williamsburg, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended:
Learned about different issues the American public continue to prioritize that Congress can better communicate on, listened to the discussion about the current conflict in Ukraine from European diplomats, and heard the perspective of the former House Speaker along with the legislative priorities for the current Congress from the leadership chiefs.
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 *Additional Sponsor Form(s)*;
 - 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: I attended Wednesday and the first session on Thursday, but had to leave the retreat because of a last-minute trip to the congressional district.

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

Signature of Traveler: _____ Date: 05/18/2022

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: The Honorable Kevin McCarthy Date: May 18, 2022

Signature of Supervising Member: _____



U.S. House of Representatives

COMMITTEE ON ETHICS

EMPLOYEE POST-TRAVEL DISCLOSURE FORM ☒ Original ☐ Amendment

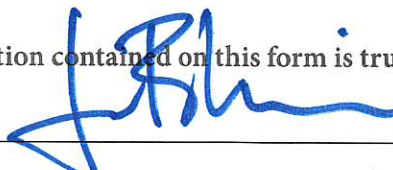
This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, by email at gifttravelreports@mail.house.gov, 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: James Min
2. a. Name of Accompanying Relative: _____ OR None ☒
b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: May 4, 2022 Return: May 6, 2022
b. Dates at Personal Expense, if any: _____ OR None ☒
4. Departure City: Washington, DC Destination: Williamsburg, VA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended:

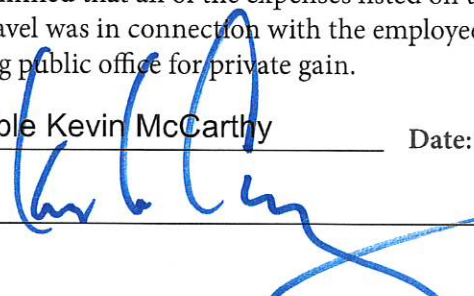
7. Attached to this form are **each** of the following, *signify that each item is attached by checking the corresponding box*:
 - a. ☒ a completed *Sponsor Post-Travel Disclosure Form*;
 - b. ☒ the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
 - 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: I attended Wednesday and the first session on Thursday, but had to leave the retreat because of a last-minute trip to the congressional district.

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

Signature of Traveler:  Date: May 16, 2022

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: The Honorable Kevin McCarthy Date: May 16, 2022

Signature of Supervising Member: 



U.S. House of Representatives

COMMITTEE ON ETHICS

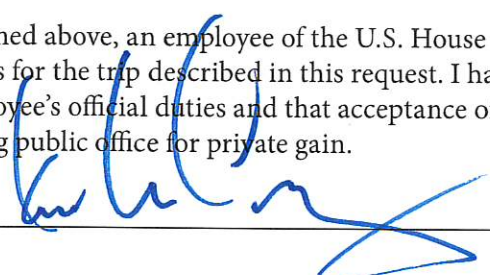
TRAVELER FORM

1. Name of Traveler: James Min
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Congressional Institute
3. City and State **OR** Foreign Country of Travel: Williamsburg, VA
4. a. Date of Departure: May 4, 2022 Date of Return: May 6, 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 Chief of Staff for Rep. Kevin McCarthy, I would like to attend this educational retreat with fellow chiefs of staff to listen and learn updates related to best practices related to congressional communications, especially since the pandemic, as well as the legislative agenda through this Congress to better serve the Congressman and his constituents.
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 March 31, 2022



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): Williamsburg, VA
3. Date of Departure: May 4, 2022 Date of Return: May 6, 2022
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	\$267	\$159	\$360 - Room Rental
Accompanying Family Member	n/a	n/a	n/a	n/a

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: Mark Strand Date: May 12, 2022

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 #300, Alexandria, VA 22314

Email: strand@conginst.org Telephone: 703-837-8812

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

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. Yes ☐ No ☐ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: May 4, 2022 Date of return: May 6, 2022
7. a. City of departure: Washington, DC
b. Destination(s): Williamsburg, VA
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; **OR**
 - b. ☐ I checked 8(c) above but am not offering any lodging; **OR**
 - 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 the 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):

Day 1 - \$52, Day 2 - \$90, Day 3 - \$18

- 2) Provide the reason for selecting the location of the event or trip:

Relative proximity to DC and capacity to handle a large event

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

Hotel Name: Williamsburg Lodge City: Williamsburg, VA Cost Per Night: \$118 +taxes

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 the box.*



U.S. House of Representatives

COMMITTEE ON ETHICS

18. Total Expenses for each Participant:

☐ Actual Amounts ☒ Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$106	\$268	\$160
For each Accompanying Family Member	\$106	n/a	\$160

	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	\$406	Room Rental
For each Accompanying Family Member	\$406	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 by my signature that

- a. I read and understand the Committee's Travel Regulations;
b. I am not a registered federal lobbyist or registered foreign agent; and
c. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:

Date:

April 7, 2022

Name:

Mark Strand

Title:

President

Organization:

Congressional Institute

Address:

1700 Diagonal Road #300, Alexandria, VA 22314

Email:

strand@conginst.org

Telephone:

703-837-8812

INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.

For questions, please contact the Committee on Ethics at:

1015 Longworth House Office Building
Washington, D.C. 20515

ethicscommittee@mail.house.gov | 202-225-7103
More information and forms available at ethics.house.gov

Theodore E. Deutch, Florida
Chairman

Jackie Walorski, Indiana
Ranking Member

Susan Wild, Pennsylvania
Dean Phillips, Minnesota
Veronica Escobar, Texas
Mondaire Jones, New York

Michael Guest, Mississippi
Dave Joyce, Ohio
John H. Rutherford, Florida
Kelly Armstrong, North Dakota



ONE HUNDRED SEVENTEENTH CONGRESS

U.S. House of Representatives
COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

David W. Arrojo
Counsel to the Chairman

Kelle A. Strickland
Counsel to the Ranking Member

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

April 28, 2022

Mr. James Min
Office of the Minority Leader
2468 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Min:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Williamsburg, Virginia, scheduled for May 4 to 6, 2022, 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 \$415 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

Jackie Walorski
Ranking Member

TED/JW:mc

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 Minority and Senate Majority personal offices, the Staff Director in House Minority 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 \$406 as disclosed on the sponsor form.

COVID Safety Precautions: We will have over the counter testing available to participants as needed.



**Congressional
Institute**

**2022 House Republican Chiefs of Staff Conference
Williamsburg, VA**

Wednesday, May 4

11:30 AM Bus Departs from Hill

2:00 PM Nametag Pickup

4:15 PM Welcome

4:30 PM New Findings on Public Opinion
David Winston, The Winston Group
Myra Miller, The Winston Group
Dave Sackett, The Tarrance Group
BJ Martino, The Tarrance Group

6:00 PM Reception

7:00 PM Dinner
Marcus Buckingham, The Marcus Buckingham Company

Thursday, May 5

8:00 AM Breakfast

9:00 AM Leadership Chiefs of Staff
Moderated by: Mark Strand, Congressional Institute
Dan Meyer, Office of the Republican Leader
Brett Horton, Office of the Republican Whip
Patrick Hester, House Republican Conference

10:00 AM Preparing to Manage In the 118th Congress
Mark Horstman, Manager Tools, LLC (confirmed)

12:00 PM Lunch
The Honorable Winsome Sears, Lieutenant Governor of Virginia (invited)

1:15 PM Ethics: Official, Campaigns, and Redistricting
Moderator: Kelle Strickland

Elliot Berke, Berke Farah LLC
Erin Clark, NRCC
Tim Monahan, Committee on House Administration

- 2:30 PM Maximizing the MRA
Brad Fitch, Congressional Management Foundation
- 3:30 PM A Policy Agenda for the 118th Congress: Task Force Breakouts
Moderator: Mark Strand
- 4:30 PM Break
- 6:00 PM Reception & Dinner
Katie Pavlich, *Townhall*

Friday, May 6

- 8:00 AM Breakfast
- 9:00 AM Schoolhouse Rocks Revisited: Getting Your Member's Bill Passed
Anne Bradbury, former leadership staffer
Gary Andres, Committee on Ways and Means
Craig Stephens, DCI Group
- 10:00 AM Growing Your Staff's Talent
Ardine Williams, Amazon
- 11:15 AM Open Mic Discussion
Moderator: Mark Strand, Congressional Institute
- 12:30 PM Conference Concludes
Bus departs from the Williamsburg Lodge



**Congressional
Institute**

**2022 House Republican Chiefs of Staff Conference
Williamsburg, VA**

Wednesday, May 4

11:30 AM – 2:30 PM	Bus Departs from Hill Box lunches will be available on the bus.	S. Capitol St (Between Rayburn & Longworth)
2:00 PM – 7:00 PM	Nametag Pickup	Hotel Lobby
3:00 PM – 3:15 PM	Welcome	Virginia Room ABCD
3:15 PM – 4:15 PM	New Findings on Public Opinion David Winston, The Winston Group Myra Miller, The Winston Group Dave Sackett, The Tarrance Group BJ Martino, The Tarrance Group	Virginia Room ABCD
4:15 PM – 5:15 PM	Supporting Ukraine, Strengthening America, Building Foreign Relations Moderator: Mark Strand, Congressional Institute His Excellency Andrei Muraru, Ambassador of Romania Adam Krzywosądzki, Deputy Chief of Mission, Embassy of Poland Senay Bulbul, Political Counselor, Embassy of the United Kingdom	Virginia Room ABCD
6:00 PM – 9:00 PM	Reception Dinner The Honorable Newt Gingrich, 50 th Speaker of the U.S. House of Representatives	Virginia Lawn & Foyer Virginia Room EF

Thursday, May 5

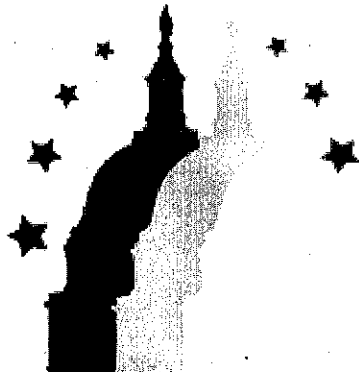
8:00 AM – 9:00 AM	Breakfast	Virginia Room EF
9:00 AM – 10:00 AM	Leadership Chiefs of Staff Dan Meyer, Office of the Republican Leader Brett Horton, Office of the Republican Whip Patrick Hester, House Republican Conference	Virginia Room ABCD
10:00 AM – 12:00 PM	Preparing to Manage In the 118th Congress Mark Horstman, Manager Tools, LLC	Virginia Room ABCD

12:00 PM – 1:15 PM	Lunch Jim Geraghty, <i>National Review</i>	Virginia Room EF
1:30 PM – 2:30 PM	Ethics: Official, Campaigns, and Redistricting Moderator: Kelle Strickland Elliot Berke, Berke Farah LLC Erin Clark, NRCC	Virginia Room ABCD
2:30 PM – 3:30 PM	Maximizing the MRA George Hadijski, Congressional Management Foundation Tim Monahan, Committee on House Administration Max Engling, Office of the Republican Leader Rachel Wagley, Office of Rep. Blake Moore	Virginia Room ABCD
3:30 PM – 4:30 PM	Getting Your Member's Bill Passed Arne Christenson, Former Chief of Staff for the Speaker of the House Ralph Hellmann, Former Policy Director for the Speaker of the House	Virginia Room ABCD
6:00 PM – 9:00 PM	Reception Dinner The Honorable Winsome Earle-Sears, 42 nd Lieutenant Governor of Virginia	Virginia Lawn & Foyer Virginia Room EF

Friday, May 6

8:00 AM – 9:00 AM	Breakfast	Virginia Room EF
9:00 AM – 10:00 AM	Crisis Communications Ed Patru, Direct Communications Co.	Virginia Room ABCD
10:00 AM – 11:00 AM	Growing Your Staff's Talent Mark Strand, Congressional Institute Amy Smith, Coach Program, Office of the House CAO Mark Sobol, Longwave Partners	Virginia Room ABCD
11:00 AM – 11:15 AM	Open Mic Discussion Moderator: Mark Strand, Congressional Institute	Virginia Room ABCD
11:30 AM	Conference Concludes Bus departs from the Williamsburg Lodge Convention Center Entrance	

From: Congressional Institute rsvp@conginst.org
Subject: Test - Register Now for the GOP Chiefs of Staff Conference
Date: March 27, 2022 at 8:08 PM
To: amym@conginst.org



CHIEFS OF STAFF CONFERENCE

May 4-6, 2022

PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON MONDAY, APRIL 4, 2022!!!

Dear */fname/*,

On behalf of the Congressional Institute, I'm happy to invite you to the annual 2022 Chiefs of Staff Issues Conference, which will be from Wednesday, May 4, 2022, through Friday, May 6, 2022, at Colonial Williamsburg Lodge in Williamsburg, VA. We hope you and your family will join us.

You have many challenges as a Chief of Staff, including the daily management of your office. We're developing an engaging program to help you do your job more effectively. We are inviting House and Senate Republican personal chiefs of staff, committee staff directors and leadership staff so you can get to know colleagues you might not normally meet during a normal workday.

We are working with the Committee on Ethics so that the Congressional Institute is able to cover certain costs for you. We ask that you submit your paperwork to the Ethics Committee as soon as possible.

We look forward to seeing you at this issues conference so you can hear about the future of the country and Congress, learn new management ideas, discuss best practices, and strengthen professional relationships.

To Register:

Step 1: Submit Ethics Packet by Monday, April 4, 2022

IF YOU THINK THAT THERE IS EVEN A POSSIBILITY YOU WILL ATTEND, you need pre-authorization from the Committee on Ethics; you may always withdraw your paperwork.

Download the Institute's [Primary Trip Sponsor Form](#) and submit the whole package with your completed Traveler Form by Monday, April 4, 2022, to the Committee on Ethics. This entire package 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.

Failure to submit your completed materials on time means we will be unable to cover the cost of your attendance and your Member's principal campaign fund would need to pay for you.

DOWNLOAD ETHICS FORMS

Step 2: Register on the Congressional Institute's website

The Congressional Institute will coordinate all logistical arrangements, including room reservations. The Institute will cover the cost of participation for each staff member and spouse. You are welcome to bring your children, though you will be responsible for the costs of their participation. All reservations must be made through the Institute.

REGISTER NOW

Email Address: */email/*

Access Code: */other_id/*

If you are unable to attend, please use the following link to decline this invitation.

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Mark Strand, President

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Amy	Albro	Chief of Staff	Office of Rep. Bice
Anna	Alburger	Chief of Staff	Office of Rep. Joyce (OH)
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Tim	Reitz	Executive Director	House Freedom Caucus
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Kyle	Robertson	Chief of Staff	Office of Rep. Pence
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Steve	Ruhlen	Chief of Staff	Office of Rep. Granger
Zac	Rutherford	Chief of Staff	Office of Rep. Harshbarger
Lindsay	Ryan	Chief of Staff	Office of Rep. Moolenaar
Paul	Sass	Staff Director	House Committee on Transportation & Infrastructure
Paul	Sawyer	Chief of Staff	Office of Rep. Graves (LA)
Robert	Schroeder	Chief of Staff	Office of Rep. Nehls
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Nick	Strader	Chief of Staff	Office of Rep. Bentz
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Alan	Tennille	Chief of Staff	Office of Rep. Garcia
Sophie	Trainor	Chief of Staff	Office of Rep. Guthrie
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Chris	Tudor	DC 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
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Chris	Vieson	Staff Director	House Committee on Armed Services

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Jeanette	Whitener	Chief of Staff	Office of Rep. Weber
Jenn	Wickre	Deputy Staff Director	House Committee on Science, Space Technology
Veronica	Wong	Chief of Staff	Office of Rep. Issa
Leafaina	Yahn	Chief of Staff	Office of Rep. Radewagen
Chad	Yelinski	Chief of Staff	Office of Rep. Budd
Dan	Ziegler	Executive Director	Republican Study Committee

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Chiefs of Staff Conference 2022

First Name	Last Name	Institution	Registration Status
Anna	Alburger Romeo	Office of Rep. Joyce (OH)	Confirmed
Cyrus	Artz	House Committee on Education and Labor	Confirmed
Megan	Bel Miller	Office of Rep. Scalise	Confirmed
Joshua	Bell	Office of Rep. Estes	Confirmed
Brooke	Bennett	Office of Rep. Hill	Confirmed
Chris	Bien	Office of the Leader	Confirmed
Ali	Black	House Republican Conference	Confirmed
Gabriella	Boffelli	Office of Rep. González-Colón	Confirmed
Alex	Bolton	Office of Rep. Malliotakis	Confirmed
Kate	Bonner	Office of Rep. Smucker	Confirmed
Lorissa	Bounds	Office of Rep. Obernolte	Confirmed
Jenifer	Bradley	Office of Rep. Rutherford	Confirmed
Sean	Brady	Office of Rep. Buchanan	Confirmed
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Keelie	Broom	Office of Rep. Owens	Confirmed
Stuart	Burns	Office of Rep. Posey	Confirmed
Courtney	Butcher	House Republican Conference	Confirmed
John	Byers	Office of Rep. Pfluger	Confirmed
Chadwick	Carlough	Office of Rep. Carl	Confirmed
Ryan	Carney	Office of Rep. Steil	Confirmed
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Michael	Comer	Office of the Whip	Confirmed
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Arie	Dana	Office of Rep. Steel	Confirmed
Dave	Davis	Office of Rep. Brady	Confirmed
Jonathan	Day	Office of Rep. Wilson	Confirmed
Ben	DeMarzo	Office of Rep. Miller (IL)	Confirmed
Jon	DeWitte	Office of Rep. Huizenga	Confirmed
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Rachel	Harris	Office of Rep. Lesko	Confirmed
Nick	Hawatmeh	Office of Rep. McClain	Confirmed
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Adam	Howard	House Committee on Intelligence	Confirmed
Kyle	Jackson	Office of Rep. Bucshon	Confirmed
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Sarah	Jorgenson	House Select Climate Committee	Confirmed
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Melissa	Kelly	Office of Rep. Franklin	Confirmed
Micah	Ketchel	Office of Rep. Waltz	Confirmed
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Allen	Klump	Office of Rep. Duncan	Confirmed
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Chrissi	Lee	Office of Rep. Hartzler	Confirmed
Tony	Lis	Office of Rep. Bergman	Confirmed
Tim	Lolli	Office of Rep. Gonzalez (OH)	Confirmed
Jonathan	Lowe	Office of Rep. Chabot	Confirmed
Michael	Lowry	Office of Rep. Dunn	Confirmed
Kelly	Lungren McCollum	Office of Rep. Griffith	Confirmed
Chris	Marklund	House Committee on Natural Resources	Confirmed
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Ryan	McCormack	Office of Rep. Fitzgerald	Confirmed
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Matt	Meyer	Office of Rep. Smith (MO)	Confirmed
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James	Min	Office of Rep. McCarthy	Confirmed
Annie	Minkler	Office of the Whip	Confirmed
Tim	Monahan	House Committee on Administration	Confirmed
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Lauren	Muglia	Office of Rep. Perry	Confirmed
Ben	Napier	Office of the Whip	Confirmed
Madison	Nash	Office of Rep. Womack	Confirmed
Charyssa	Parent	House Republican Conference	Confirmed

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Steve	Pfrang	Office of Rep. LaHood	Confirmed
Nicholas	Raineri	Main Street Caucus	Confirmed
Bart	Reising	Office of the Whip	Confirmed
Andrew	Renteria	Office of Rep. Valadao	Confirmed
Kyle	Robertson	Office of Rep. Pence	Confirmed
Jason	Rogers	Office of Rep. Roy	Confirmed
Mary	Rosado	Office of Rep. Barr	Confirmed
Steve	Ruhlen	Office of Rep. Granger	Confirmed
Zac	Rutherford	Office of Rep. Harshbarger	Confirmed
Paul	Sass	House Committee on Transportation and Infrastructure	Confirmed
Robert	Schroeder	Office of Rep. Nehls	Confirmed
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Bryan	Shuy	Office of Rep. Harris	Confirmed
Alison	Slagell	Office of Rep. Lucas	Confirmed
Caleb	Smith	Office of the Leader	Confirmed
Mike	Smullen	Office of Rep. Johnson (OH)	Confirmed
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Brittan	Specht	Office of the Leader	Confirmed
Kelle	Strickland	House Committee on Ethics	Confirmed
Shana	Teehan	Office of Rep. Moore (AL)	Confirmed
Catherine	Treadwell	Office of Rep. Cawthorn	Confirmed
Maria	Tripplaar	House Committee on Veterans Affairs	Confirmed
Chris	Tudor	Office of Rep. McClintock	Confirmed
Tom	Van Flein	Office of Rep. Gosar	Confirmed
Ted	Verrill	Office of Rep. Letlow	Confirmed
Jake	Vreeburg	House Republican Conference	Confirmed
Rachel	Wagley	Office of Rep. Moore (UT)	Confirmed
Austin	Weatherford	Office of Rep. Kinzinger	Confirmed
Jeanette	Whitener	Office of Rep. Weber	Confirmed