



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: Jonah Shumate
2. a. Name of Accompanying Relative: _____ OR None ☒
 b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 10-26-22 Return: 10-28-22
 b. Dates at Personal Expense, if any: none OR None ☒
4. Departure City: Washington, DC Destination: Redmond, WA Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Microsoft
6. Describe Meetings and Events Attended: I attended all meetings & visits scheduled on-campus at Microsoft. We met with numerous company officials to discuss company initiatives & policies around each.
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 certify that the information contained on this form is true, complete, and correct to the best of my knowledge.

Signature of Traveler: [Signature] Date: 11-16-22

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: Hon. Rick Crawford Date: 11-16-22

Signature of Supervising Member: [Signature]



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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: Microsoft Corporation
2. Travel Destination(s): Redmond, WA (flying into Seattle)
3. Date of Departure: October 26, 2022 Date of Return: October 28, 2022
4. Name(s) of Traveler(s): Jonah Shumate
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	\$1,127.17	\$464	\$79	\$0
Accompanying Family Member	\$0	\$0	\$0	\$0

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: Michaela Berendt Date: 11/15/2022

Name: Michaela Berendt Title: Associate

Organization: Microsoft

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

Address: 1 Microsoft Way, Redmond, WA 98052

Email: miberend@Microsoft.com Telephone: (425) 538-7023

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.



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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:

Microsoft

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 attached attendee invitation list. Accepting first 20 to RSVP.

5. Yes ☐ No ☒ Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of departure: October 26, 2022 Date of return: October 28, 2022

7. a. City of departure: Washington DC

b. Destination(s): Redmond, WA (flying into Seattle)

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:

Attendee flying from East to West coast and in order to participate in a full day of sessions



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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:
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):
One day of meals on 10/27; at \$79/day (\$15 Breakfast, \$10 Lunch, \$54 dinner)
2) Provide the reason for selecting the location of the event or trip:
Redmond, WA is the Global Headquarters for Microsoft and allows staff to meet with Micros
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
Hotel Name: Hyatt Bellevue City: Bellevue Cost Per Night: \$232
Reason(s) for Selecting: Hotel fits within the locales per diem allowance & close to Microsoft campus.
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.*



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18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$1,500	\$232	\$79
For each Accompanying Family Member			

	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		Local transportation to/from Microsoft & dinner
For each Accompanying Family Member		

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: Michaela Berendt Date: 09/16/2022
Name: Michaela Berendt Title: Business Operations Associate
Organization: Microsoft
Address: One Microsoft Way, Redmond, WA 98052
Email: michaela.berendt@microsoft.com Telephone: +1 425.538.7023

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



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PRIMARY TRIP SPONSOR FORM

Clarifying answers

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:

Attendees are flying from Arlington, VA (DCA) to Seattle, WA (SEA) and are expected to participate in a full day of meetings (on attached agenda).

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):

One day of meals on 10/27; at \$79/day (\$15 Breakfast, \$10 Lunch, \$54 dinner)

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

Redmond, WA is the global headquarters for Microsoft and allows staff to meet with Microsoft researchers and technologists while participating in tours.



Name	Office	Trip Justification
Christopher Cox	Office of Rep. Yvette Clarke	Staff person represents an office or committee of strategic importance to Microsoft Corporations public policy initiatives.
Dharamjeet Singh	Office of Rep. Gregory W. Meeks	Staff person represents an office or committee of strategic importance to Microsoft Corporations public policy initiatives.
Hope Goins	House Homeland Security Committee	Staff person represents an office or committee of strategic importance to Microsoft Corporations public policy initiatives.
Jake Bornstein	Office of Rep. John Curtis	Staff person represents an office or committee of strategic importance to Microsoft Corporations public policy initiatives.
Janie Costa	Office of Rep. Rodney Davis	Staff person represents an office or committee of strategic importance to Microsoft Corporations public policy initiatives.
Jonah Shumate	Office of Rep. Rick Crawford	Staff person represents an office or committee of strategic importance to Microsoft Corporations public policy initiatives.
Kaitlyn Montan	Office of Rep. Joaquin Castro	Staff person represents an office or committee of strategic importance to Microsoft Corporations public policy initiatives.
Megan Miller	Office of Rep. Steve Scalise	Staff person represents an office or committee of strategic importance to Microsoft Corporations public policy initiatives.
Melanee Farrah	Office of Rep. Nikema Williams	Staff person represents an office or committee of strategic importance to Microsoft Corporations public policy initiatives.
Mike McQuerry	Office of Rep. Sheila Cherfilus-McCormick	Staff person represents an office or committee of strategic importance to Microsoft Corporations public policy initiatives.
Zac Rutherford	Office of Rep. Diana Harshbarger	Staff person represents an office or committee of strategic importance to Microsoft Corporations public policy initiatives.



Schedule

Wednesday, October 26, 2022

Start Time	End Time	Subject/Speaker	Location
5:40 pm	8:35 pm	Alaska Airlines Flight AS0003	DCA to SEA
8:35 pm	8:35 pm	Arrival at SeaTac Airport	
		<i>Meet the shuttle driver at baggage claim for flight AS0003 carrying a "Microsoft" sign.</i>	
8:35 pm	9:15 pm	Shuttle bus to hotel	
9:15 pm		HOTEL: Hyatt Regency Bellevue	<u>Hyatt Regency</u> 900 Bellevue Way NE Bellevue, WA 98004

Thursday, October 28, 2022

Start Time	End Time	Subject/Speaker	Location
8:00 am	8:30 am	Shuttle Departs for Microsoft	
		<i>Meet Christiana Meyers from Microsoft in the hotel lobby carrying a "Microsoft" sign.</i>	
8:30 am	9:00 am	Welcome Breakfast and Opening Remarks Frank Cavaliere, General Manager, Congressional Affairs	Executive Briefing Center 16070 NE 36th Way Redmond, WA 98052
		<i>Overview of Microsoft including our culture, journey, values, footprint in the Puget Sound, and overview of the presentations and content during the day.</i>	
9:00 am	10:00 am	Digital Transformation #IRL Demo Danny Morales, Business Program Manager	Executive Briefing Center 16070 NE 36th Way Redmond, WA 98052
		<i>Digital Transformation #InRealLife (DTIRL) brings to life real world customer stories across key solution areas and industries at the Redmond EBC. Participants will watch staff showcase the latest and greatest MS customer stories highlighting our technologies including O365, Azure IoT, HoloLens, Machine learning, and more. Participants will also</i>	



Start Time	End Time	Subject/Speaker	Location
		<i>experience a hands-on demonstration of HoloLens technology.</i>	
10:00 am	10:15 am	Shuttle to Building Studio C	
10:15 am	11:45 am	IVAS Demo Kim Scobee, Senior Program Manager	Studio C IVAS Suite 3640 150th Ave NE, Redmond, WA 98052
		<i>Microsoft's Integrated Visual Augmentation System (IVAS) is an ongoing US Army program to provide infantry personnel with mixed reality (MR) devices that enable image rendition in low light conditions, object outlining, 3D mapping overlays, picture-in-picture displays, and other features. Visitors will be able to view a demonstration of the IVAS technology and try the wearable device.</i>	
11:45 am	12:00 pm	Walk to Lunch	
12:00 pm	12:45 pm	Lunch <i>Individual dining cards will be provided to each attendee.</i>	Microsoft Commons 15255 NE 40th Street Redmond, WA 98052
12:45 pm	1:00 pm	Walk to B99	
1:00 pm	1:45 pm	Tour Microsoft Research Lab Ashley Llorens, VP Distinguished Scientist and Managing Director	B99 Research Lab 14820 NE 36th Street Redmond, WA 98052
		<i>The Redmond lab is at the hub of Microsoft Research's globe-spanning organization that fosters open collaborations with partners throughout industry and academic institutions as well as Microsoft product teams. Participants will receive a presentation on Microsoft's global Research footprint, will walk through the hardware lab to see the tools used by the team, and see a demonstration of new technologies currently being tested.</i>	
1:45 pm	2:00 pm	Shuttle to B86	



Start Time	End Time	Subject/Speaker	Location
2:00 pm	2:45 pm	Inclusive Tech Lab & Microsoft Accessibility Jenny Lay-Flurrie, Chief Accessibility Officer Solomon Romney, Accessibility Program Manager	B86 Inclusive Tech Lab 5074 154 th PI NE Redmond, WA 98052
<i>The Inclusive Tech Lab is a Microsoft space dedicated to inclusive gaming. When people come to the lab, we introduce them to the social model of disability through the lens of gaming. Participants will hear from the presenter Microsoft's story of diversity, inclusion, accessibility, privacy, and online safety. They will see and participate in a hands-on demonstration of the adaptive controller.</i>			
2:45 pm	3:00 pm	Shuttle to Microsoft Treehouses	
3:00 pm	3:45 pm	Sustainability at Microsoft Mark Kroese, General Manager, Environmental Sustainability Solutions	Treehouse OMS-1 3620 163rd Ave NE Redmond, WA 98052
<i>Mark Kroese will present Microsoft's approach to solve global environmental challenges in the key focus areas of climate, agriculture, water, and biodiversity. Participants will hear a presentation of how our technology AI for Earth works to advance sustainability across the globe.</i>			
3:45 pm	4:00 pm	Shuttle to Redwest C	
4:00 pm	5:00 pm	Nation State Attacks and Cybersecurity Briefing Cristin Goodwin, Associate General Counsel	DCU Briefing Room
<i>Cristin Goodwin will discuss what Microsoft is seeing with regards to nation-state cyberattacks. The Digital Security Unit is focused on why nation-state attacks are happening; what the impact of the attacks may mean to victims, governments, or the ecosystem; and the unique perspective only Microsoft can bring to understanding attacks, responding to incidents, shaping laws, or ensuring compliance with cybersecurity laws and regulations.</i>			
5:00 pm		Depart Microsoft for Hotel	
6:15 pm		Meet in Hotel Lobby Depart for Dinner	<u>Hyatt Regency</u>



Start Time	End Time	Subject/Speaker	Location
		<i>Meet Christiana Meyers from Microsoft in the hotel lobby carrying a "Microsoft" sign.</i>	900 Bellevue Way NE Bellevue, WA 98004
6:30 pm		Group Dinner at Black Bottle	<u>Black Bottle Bellevue</u> 919 Bellevue Way NE Bellevue, WA 98004

Friday, October 29, 2022

Start Time	End Time	Subject/Speaker	Location
6:00 am	6:25 am	Shuttle from Hyatt Regency to SeaTac Airport	
		<i>Meet the shuttle driver in front of hotel carrying a "Microsoft" sign.</i>	
8:25 am	4:32 pm	Depart SeaTac Airport Akaka Airlines Flight AS0004	SEA to DCA



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COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Jonah Shumate
2. Sponsor(s) who will be paying or providing in-kind support for the trip:
Microsoft
3. City and State OR Foreign Country of Travel: Redmond, WA
4. a. Date of Departure: October 26, 2022 Date of Return: October 28, 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 a chief of staff, I support my boss's work & leadership efforts across his committees, & conference. My attendance will help better understand technology issues in our jurisdiction & that of others, in policymaking.
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

9-20-22



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

October 21, 2022

Mr. Jonah Shumate
Office of the Honorable Eric Crawford
2422 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Shumate:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Bellevue, Washington, scheduled for October 26 to 28, 2022, sponsored by Microsoft.

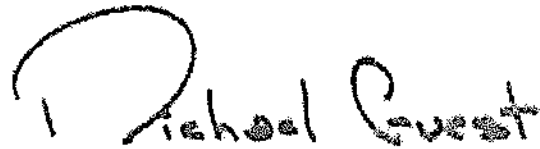
You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you 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,

A handwritten signature in cursive script, appearing to read "Susan Wild".

Susan Wild
Acting Chairwoman

A handwritten signature in cursive script, appearing to read "Michael Guest".

Michael Guest
Acting Ranking Member

SW/MG:emw