# 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.

COI	mpleted. Please do not file this form with the Committee on Ethics.	
	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18	U.S.C. § 1001.
1.	Name of Traveler: Ben Napier	
2.	a. Name of Accompanying Relative:	OR None
	b. Relationship to Traveler:   Spouse   Child   Other (specify):	
3.	a. Dates: Departure: 5/3/27 Return: 5/5/23	
	b. Dates at Personal Expense, if any:	OR None
4.	Departure City: Vas Vington, DC Destination: HA Springs, VA Return City: Vas	slengton, DC
5.	Sponsor(s), Who Paid for the Trip: Congressional fastitute	
	Describe Meetings and Events Attended:  Sessions were foursel on ugende setting, Floor Process, and Nest Practices in Osily operations.	
	Practices in Ocity Operations.	
7.	Attached to this form are each of the following, signify that each item is attached by checking the corre	sponding box:
	a. a completed Sponsor Post-Travel Disclosure Form;	
	b. the <i>Primary Trip Sponsor Form</i> completed by the trip sponsor <i>prior</i> to the trip, <i>including all</i> at the <i>Additional Sponsor Form(s)</i> ;	eachments and
	c. page 2 of the completed <i>Traveler Form</i> 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:	
	gnature of Traveler:  Date: 5/17/2	
31	gnature of fraveier.	
D	authorized this travel in advance. I have determined that all of the expenses listed on the attached Spont isclosure Form were necessary and that the travel was in connection with the employee's official duties are the appearance that the employee is using public office for private gain.	sor Post-Travel and would not
N	ame of Supervising Member: Steve Scalife Date: 5/17/13	
- 1		

Signature of Supervising Member: \_ Version date 3/2021 by 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.

to c	comply with House	quests to sponsor trips and/	travel regulations. F	ailure to comply wi	th this requirement may result in linary action or a requirement to
-	TE: Willful or knowi	ng misrepresentations on thi	s form may be subject	to criminal prosecu	tion pursuant to 18 U.S.C. § 1001.
1.	Sponsor(s) who pai	id for the trip: Congressi	onal Institute		
2.	Travel Destination	(s): Hot Springs, VA		a l	
3.	Date of Departure:	May 3, 2023	Date of l	Return: May 5, 20	023
4.	Name(s) of Travele	er(s): see attached list		100	
		more than one traveler on	a form only if <i>all</i> inf	formation is <i>identic</i>	cal for each person listed.
5.	Actual amount of	expenses paid on behalf of	, or reimbursed to, e	ach individual nam	ned in Question 4:
	4	Total <b>Transportation</b> Expenses	Total Lodging Expenses	Total Meal Expenses	Total Other Expenses (dollar amount per item and description)
	Traveler	\$0	\$320	\$148	\$624 - Room Rental
	Accompanying Family Member			4	
	Signify statement i	s true by checking box.  mation contained in this		ete, and correct to t	
Sig	nature: Man	1 × Min		Date:	May 12, 2023
Na	. <sub>me:</sub> Mark Strand		W.	Title:	President
		ressional Institute	2		
	I am an officer of	the above-named organize	ation. Signify statem	ent is true by checi	king box.
Ad	Idress: 1700 Diag	jonal Road #300, Alexa	andria, VA 22314	5 	
En	nail: strand@con	iginst.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.

#### 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.

CU	immittee. The committee website (ethics.nouse.gov) provides detailed instructions for immig out the form.
NO Fai	TE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. lure 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.	<ul> <li>Check only one. I represent that:</li> <li>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</li> </ul>
	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: <b>OR</b>
	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 <b>ALL</b> House Members <i>and</i> employees you are inviting. <b>For each House invitee</b> , <b>provide</b> an <b>explanation of why the individual was invited</b> (include additional pages if necessary):
	See addendum & attached invitation list
5. 6.	Yes No Is travel being offered to an accompanying family member of the House invitee(s)?  Date of departure: May 3, 2023  Date of return: May 5, 2023
7.	a. City of departure: Washington, DC
	b. Destination(s): Hot Springs, VA
	c. City of return: Washington, DC
8	Check only one. I represent that:
0.	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 <i>and</i> lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was <i>de minimis</i> 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:

10.	Attached is a detailed agenda of the activities House invitees will be parabourly description of planned activities for trip invitees). <i>Indicate agend</i>	
11.	Check only one of the following:	
	a. I represent that a registered federal lobbyist or foreign agent will not on any segment of the trip. Signify that the statement is true by checking be	
	b. Not Applicable. Trip sponsor is a U.S. institution of higher education	1.
12.	For <i>each</i> sponsor required to submit a sponsor form, describe the sponsor trip <i>and</i> its role in organizing and/or conducting the trip:	
	See addendum	
	See addendum	ys .
13.	Answer parts a and b. Answer part c if necessary:	
	a. Mode of travel: Air Rail Bus Car Other (spe	· · · · · · · · · · · · · · · · · · ·
		ther (specify:)
	c. If travel will be first class, or by chartered or private aircraft, explain w	ny such travel is warranted:
14.	I represent that the expenditures related to local area travel during the	e 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:	and to congressional participation and that
	a. The trip involves an event that is arranged or organized without reg meals provided to congressional participants are similar to those provided to congressional participants.	ded 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- \$49, Day 2 - \$85, Day 3 - \$17	
	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	
	Hotel Name: Omni Homestead City: Hot Springs, \	Cost Per Night: \$98+fees&tax
	Reason(s) for Selecting: proximity to DC, availability, security & fa	cility size
	Hotel Name: City:	
	Reason(s) for Selecting:	
	Hotel Name: City:	
	Reason(s) for Selecting:	
17.	I represent that all expenses connected to the trip will be for actual co	
	payment. Signify that the statement is true by checking the box.	•

#### 18. Total Expenses for each Participant:

Actual Amounts Good Faith Estimates	Total Transportation Expenses per Participant	Total <b>Lodging</b> Expenses per Participant	Total <b>Meal</b> Expenses per Participant
For each Member, Officer, or Employee	\$120	\$320	\$151
For each Accompanying Family Member	\$120	n/a	\$151

	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	\$638	Room Rental
For each Accompanying Family Member	\$638	Room Rental

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

		-			
19.	Che	ck	on	w	one

a. 🗐	II certify that	I am an officer	of the orga	nization list	ed below	OR

#### 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: Mark String	March 31, 2023
Name: Mark Strand	<sub>Title:</sub> 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:

b. Not Applicable. Trip sponsor is an individual or a U.S. institution of higher education.

# 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 Majority and Senate Minority personal offices, the Staff Director in House 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 \$492 as disclosed on the sponsor form.

#### 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 <a href="mailto:travel.requests@mail.house.gov">travel.requests@mail.house.gov</a>.

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: Ben Napier
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): Ben Napier
For Staff (name of employing Member or Committee): Scalise
Office Address: H-326
Telephone Number: 6-1333
Email Address of Contact Person: ben.napier@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 tha entity, <i>and</i> 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.

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.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-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*.

#### TRAVELER FORM

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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.

Pan Manior
Name of Traveler: Ben Napier
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): Ben Napier
For Staff (name of employing Member or Committee): Scalise
Office Address: H-326
Telephone Number: 6-1333
Email Address of Contact Person: ben.napier@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.

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.

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.

Michael Guest, Mississippi *Chairman* Susan Wild, Pennsylvania *Ranking Member* 

David P. Joyce, Ohio John H. Rutherford, Florida Andrew R. Garbarino, New York Michelle Fischbach, Minnesota

Veronica Escobar, Texas Mark DeSaulnier, California Deborah K. Ross, North Carolina Glenn F. Ivey, Maryland



#### ONE HUNDRED EIGHTEENTH CONGRESS

# U.S. House of Representatives

COMMITTEE ON ETHICS

Cou

Kelle A. Strickland Counsel to the Chairman

Thomas A. Rust

Staff Director and Chief Counsel

David Arrojo Counsel to the Ranking Member

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

April 26, 2023

Mr. Benjamin Napier Office of the Majority Leader H-326, The Capitol Washington, DC 20515

Dear Mr. Napier:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Hot Springs, Virginia, scheduled for May 3 to 5, 2023, 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 \$480 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,

Michael Guest Chairman Susan Wild Ranking Member

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MG/SW:mc



#### Wednesday, May 3

10:30 AM - 2:30 PM

**Bus Departs from Hill** 

S. Capitol St (Between Rayburn & Longworth)

Box lunches will be available on the bus.

2:00 PM - 7:00 PM

Nametag Pickup

3:00 PM - 3:15 PM

Welcome

3:15 PM - 4:15 PM

Millions of Constituents, Hundreds of Districts, One Conference: A Look at

**Public Opinion Across the GOP**David Winston, The Winston Group
Myra Miller, The Winston Group

Dave Sackett, The Tarrance Group BJ Martino, The Tarrance Group

4:15 PM - 5:15 PM

**Developing A Communications Strategy That Works for Your Member** 

Ed Patru, Direct Communications Company

Matt Lira, Hangar Capital

6:00 PM - 9:00 PM

Reception

Dinner

Kim Strassel, The Wall Street Journal

Thursday, May 4

8:00 AM - 9:00 AM

Breakfast

9:00 AM - 10:00 AM

**Leadership Chiefs of Staff** 

Moderator: Mark Strand, Congressional Institute

Dan Meyer, Office of the Speaker

Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference

10:00 AM - 12:00 PM

**Managing Your Staff Effectively** 

Mark Horstman, Manager Tools, LLC

12:00 PM - 1:15 PM

Lunch

Matt Pottinger, Hoover Institution

DRAFT

1:30 PM - 2:30 PM

Ethics: Official, Campaigns, and Redistricting

Moderator: Kelle Strickland Elliot Berke, Berke Farah LLC

Erin Clark, NRCC

**Breakout Sessions:** 

2:30 PM - 3:30 PM

**How To Get Things Done In Your Office** 

Moderator: Mark Strand

Brooke Bennett, Office of Rep. French Hill

**How to Get Things Done In Committee** 

The Honorable Ileana Ros-Lehtinen, Former Committee Chair

The Honorable Greg Walden, Former Committee Chair

**How to Get Things Done In Appropriations** 

Anne-Marie Chotvacs, House Appropriations Committee

Matt Leffingwell, Tiber Creek Group

**How to Get Things Done on The Floor** 

Judy Schneider, Former CRS Expert

3:30 PM - 4:30 PM

**Breakout Sessions Repeat** 

6:00 PM - 9:00 PM

Reception

**Dinner** 

Guy Benson, Fox News

Friday, May 5

8:00 AM - 9:00 AM

**Breakfast** 

9:00 AM - 10:00 AM

**Planning Your Office's Agenda** 

Moderator: Mark Strand

10:00 AM - 11:00 AM

**Maximizing the MRA Under the New Communications Rules** 

Moderator: George Hadijski, Congressional Management Foundation Tim Monahan, Office of the Speaker/Committee on House Administration

Nick Crocker, Committee on House Administration

11:00 AM - 11:15 AM

**Open Mic Discussion** 

Moderator: Mark Strand, Congressional Institute

11:30 AM

**Conference Concludes** 

From: Congressional Institute rsvp@conginst.org

Subject: Test - Register Now for the GOP Chiefs of Staff Conference

Date: March 15, 2023 at 11:15 AM To: amym@conginst.org





# CHIEFS OF STAFF CONFERENCE

May 3-5, 2023

#### PLEASE NOTE: TRAVELER FORMS ARE DUE TO ETHICS ON WEDNESDAY, APRIL 3, 2023!!!

#### Dear \*/fname/\*,

On behalf of the Congressional Institute, I'm happy to invite you to the annual 2023 Chiefs of Staff Issues Conference, which will be from Wednesday, May 3, 2023, through Friday, May 5, 2023, at The Omni Homestead in Hot Springs, Virginia. 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 Republican personal chiefs of staff, committee staff directors, and leadership staff so you can get to know colleagues you might not usually 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 Wednesday, April 3, 2023

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 <u>Primary Trip Sponsor Form</u> and submit the whole package with your completed Traveler Form by Wednesday, April 3, 2023, 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 >

If you cannot use the button above, please copy and paste the following URL into your browser:

#### 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 click the following link to decline this invitation

We understand your registration is tentative pending Ethics approval. More information on the program and activities at the conference will be sent to you in future mailings. If you have any questions, special concerns, or need additional information, please call (703)837-8812 or email rsvp@conginst.org. We look forward to seeing you in Hot Springs!

# Mark Strand, President

The Congressional Institute strand@conginst.org office: 703-837-8812

mobile: 571-366-0090 website: conginst.org



If you are not the correct contact for this office, please <u>reply to this email</u> with the updated contact information instead of <u>unsubscribing</u>.

# COS2023 - Invited House Staff

		Sob Title	Institution
Roh	Adkerson	Chief of Staff	Office of Rep. Loudermilk
Amy of the second of the secon	Albro		Office of Rep. Bice
#	Alburger	Chief of Staff	Office of Rep. Joyce (OH)
	Anderson	Chief of Staff	Office of Rep. Ciscomani
	Anderson	Chief of Staff	Office of Rep. Lamborn
Taylor Ta	Andreae		Office of Rep. Gallagher
Garv			House Committee on Budget
	3	Chief of Staff	Office of Rep. Latta
			House Committee on Education and Labor
	Ayrea	Deputy Chief of Staff	Office of Rep. Graves (LA)
	Bauknecht	Chief of Staff	Office of Rep. Tiffany
	Bayer	Chief of Staff	Office of Rep. Fulcher
	Bednar	Director of Strategic Communications	Office of Speaker McCarthy
Megan	Bel Miller	Chief of Staff	Office of Rep. Scalise
Josh	Bell	Chief of Staff	Office of Rep. Estes
Brooke	Bennett	Chief of Staff	Office of Rep. HIII
Chris	Bien	Deputy Director of Floor Operations	Office of Speaker McCarthy
Jeff	Bilman	Chief of Staff	Office of Rep. Jackson
Jeff	Bishop	Chief of Staff	Office of Rep. Molinaro
All the second s	Black	Communications Director	House Republican Conference
Alex	Blair	Chief of Staff	Office of Rep. Steube
Gabriella	Boffelli	Chief of Staff	Office of Rep. González-Colón
Robert	Boland	Chief of Staff	Office of Majority Whip Emmer
Alex	Bolton	Chief of Staff	Office of Rep. Malliotakis
Aaron	Bonnaure	Chief of Staff	Office of Rep. Reshenthaler
Kate	Bonne	Chief of Staff	Office of Rep. Smucker

Office of Rep. Newhouse	Chief of Staff		Jessica
Office of Rep. Elizey	Chief of Staff	Carretta	Bob
Office of Speaker McCarthy	General Counsel	Carr	Machalagh
Office of Rep. Tenney	Deputy Chief of Staff	Car	Spencer
Office of Rep. Steil	Chief of Staff	Carney	Ryan
Office of Rep Carl	Chief of Staff	Carlough	Chad
Office of Speaker McCarthy	Media Affairs Advisor	Cameron	Christina
Office of Majority Leader Scalise	General Counsel	Callen	Ashley
Office of Rep. Burlison	Chief of Staff	Calkins	Aaron
Office of Rep. Cammack	Chief of Staff	Calhoun	Larry
Office of Rep. Pfluger	Chief of Staff	Byers	John
Office of Rep McHenry	Chief of Staff	Butler	<b>Left</b>
House Republican Conference	Member Services Director	Butcher	Courtney
Office of Rep. Posey	Chief of Staff	Burns	Stuart
Office of Majority Whip Emmer	Communications Director	Bullock	Samantha
Office of Rep. Greene	Chief of Staff	Buckham	<b>M</b>
Office of Rep. Clyde	Chief of Staff	Brown	Nick
Office of Rep. Owens	Chief of Staff	Broom	Keelie
Office of Rep. Wenstrup	Chief of Staff	Brooks	Greg
Office of Majority Leader Scalise	Policy Director	Brooke	Francis
Office of Rep. Rogers (AL)	Chief of Staff	Brinson	Chris
House Republican Conference	Rapid Response Director	Brennan	Francis
Office of Rep. Thompson	Chief of Staff	Brennan	Matt
Office of Rep. Buchanan	Chief of Staff	Brady	Sean
Office of Rep. Rutherford	Chief of Staff	Bradley	Jen
Office of Rep. Moran	Chief of Staff	Bradley	Joshua
House Committee on Agriculture	Staff Director	Braden	Parish
Office of Rep. Obernoite	Chief of Staff	Bounds	Lorissa
Office of Majority Whip Emmer	Director of Downtown Coalitions	Borden	Hailey

Emily	Kelly Dixon	David	Justin Discigi	Monica	Liz Dessaue	Ben DeMarzo	Jackie Del Bonis	Chris Del Becco	James Decker	Jonathan	Andrew David	Arie	Dante Cutrona		Tim Cummings	John Crews	Brian Cress		Carly Couture			Michael	Ben Cline	Jon	Andrew Christianson		Anne Marie Chotvacs	Caroline
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	Feiro	Chief of Staff	Office of Rep. Gimenez
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		Communications Director	Office of Majority Leader Scalise
David .	FitzSimmons	Chief of Staff	Office of Rep. Finstad
	Foley	Policy Director	Office of Majority Whip Emmer
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Jason	Galanes		
Steven	Claier	Senior Policy Advisor and Counsel	Office of Speaker McCarthy
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Cesar	Gonzalez	Chief of Staff	Office of Rep Diaz-Balari
Michael	Gordon	Chief of Staff	Office of Rep. Williams
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AJ	Sugarman	Policy Advisor	Office of Majority Leader Scalise
Timothy	Svoboda	of Staff	Office of Rep. Grothman
Heather	Swift		Office of Rep. Zinke
Deena	Tauster		Office of Rep. Garbarino
Shana	Teehan		Office of Rep. Moore (AL)
Daniel	Tidwell	Incoming Chief of Staff	Office of Rep. Fleischmann
Sophie	Trainor Khanahmadi		Office of Rep. Guthrie
Catherine	Treadwell	Chief of Staff/General Counsel	Office of Rep. Mills
Claire	Trokey		Office of Majority Leader Scalise
Chris	Tudor Salas	DC Chief of Staff	Office of Rep. McClintock
	Turner		Office of Rep. Garcia
	Van Flein	Chief of Staff	Office of Rep. Gosar
Dirk	Vander Beek		Office of Rep. Dunn
Aashka	Varma	Senior Advisor	Office of Rep. Rosendale
Richard	Vaughn		Office of Rep. DesJarlais
<b>18</b>	Verrill	Chief of staff	Office of Rep. Letlow
Chris	Vieson		House Committee on Armed Services
Jake	Vreeburg	Policy Director	House Republican Conference
Rachel	Wagley		Office of Rep. Moore (UT)
Brett	Wakeman	Chief of Staff	Office of Rep. Van Orden
Nikki	Wallace		Office of Rep. Simpson
Clay	White	Chief of Staff	Office of Rep. Stewart
Todd	Whiteman		Office of Rep. Huizenga
Jeanette	Whitener	Chief of Staff	Office of Rep Weber
Elle	Whitson	Chief of Staff	Office of Rep. Arrington
Ben	Williamson	Chief of Staff	Office of Rep. Cloud
Veronica	Wong	Chief of Staff	Office of Rep. Issa
Jordan	Wood	Chief of Staff	Office of Rep. Gooden
Leafaina	Yahn	Chief of Staff	Office of Rep. Radewagen



#### Wednesday, May 3

	weattesday, may 5	
10:30 AM - 2:30 PM	Bus Departs from Hill S. Capitol St (Between Box lunches will be available on the bus.	Rayburn & Longworth)
2:00 PM - 7:00 PM	Nametag Pickup	Garden Room
3:00 PM - 3:15 PM	Welcome	Grand Ballroom East
3:15 PM - 4:15 PM	Millions of Constituents, Hundreds of Districts, One Confe Public Opinion Across the House GOP David Winston, The Winston Group Myra Miller, The Winston Group BJ Martino, The Tarrance Group Lauren Hutchinson, The Tarrance Group	erence: A Look at Grand Ballroom East
4:15 PM - 5:15 PM	The Art of Presenting Persuasively Terri Sjodin, Sjodin Communications	Grand Ballroom East
6:00 PM - 9:00 PM	Reception Dinner Guy Benson, Fox News	Grand Ballroom Foyer Grand Ballroom West
9:00 PM	Fireside Chat: The Art of Presenting Persuasively	Tower
	Thursday, May 4	
8:00 AM - 9:00 AM	Breakfast	<b>Grand Ballroom West</b>
9:00 AM - 10:00 AM	<b>The Five Dysfunctions of a Team</b> Beau Johnson, The Table Group	Grand Ballroom East
10:00 AM - 11:00 AM	Countering the Threat of the Chinese Communist Party	<b>Grand Ballroom East</b>

Dustin Walker, American Enterprise Institute David Feith, Center for New American Security

Rebeccah Heinrichs, Hudson Institute

11:00 AM - 12:00 PM Using the Power of the Purse: House Appropriations

**Grand Ballroom East** 

Anne-Marie Chotvacs, House Appropriations Committee

Will Dunham, Brownstein Hyatt Farber Schreck

Kelly Lungren McCollum, Office of Rep. Morgan Griffith

12:00 PM - 1:15 PM

Lunch

**Grand Ballroom West** 

Steven Moore, Ukraine Freedom Project

A fireside chat moderated by Mark Strand, Congressional Institute

1:30 PM - 2:30 PM

**How to Get Things Done In Committee** 

**Grand Ballroom East** 

The Honorable Roy Blunt, Former Senate Committee Chair

The Honorable Ileana Ros-Lehtinen, Former House Committee Chair

**Breakout Sessions:** 

2:30 PM - 3:30 PM

**How To Get Things Done In Your Office** 

Lexington

Moderator: Anca Butcaru, Congressional Institute

Brooke Bennett, Office of Rep. French Hill Kyle Kizzier, Office of Rep. Erin Houchin

**How to Plan Your Office's Strategy** 

Empire/Crystal

Moderator: Mark Strand, Congressional Institute Rachel Wagley, Office of Rep. Blake Moore Carolyn King, Office of Rep. Rob Wittman

**Congressional Ethics: A Primer** 

Mt. Vernon

Moderator: Jennifer Dill, Congressional Institute Kelle Strickland, House Ethics Committee

Elliot Berke, Berke Farah, LLP

**How to Get Things Done on The Floor** 

Commonwealth

Moderator: Tim Lang, Congressional Institute Jason Smith, Parliamentarian of the House John Leganski, Office of the Speaker Ben Napier, Office of the Majority Leader

3:30 PM - 4:30 PM

**Breakout Sessions Repeat** 

6:00 PM - 9:00 PM

Reception

**Grand Ballroom Foyer Grand Ballroom West** 

Dinner

Welcome: The Honorable Ben Cline, U.S. Representative for Virginia's 6<sup>th</sup>

**Congressional District** 

Lee Carter, Maslansky + Partners

#### Friday, May 5

**Grand Ballroom West** 8:00 AM - 9:00 AM Breakfast **Grand Ballroom East** Leadership Chiefs of Staff Townhall 9:00 AM - 10:00 AM Moderator: Mark Strand, Congressional Institute Machalagh Carr, Office of the Speaker Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference Maximizing the MRA Under the New Communications Rules Grand Ballroom East 10:00 AM - 11:00 AM Tim Monahan, Office of the Speaker/Committee on House Administration Casey Contres, Communications Strategist & Former House Chief **Grand Ballroom East Open Mic Discussion** 11:00 AM - 11:15 AM Moderator: Mark Strand, Congressional Institute

**Conference Concludes** 

11:30 AM

Report name: House Staff Attendance List for Ethics Report date: 05/12/2023
Event name: 2023 Chiefs of Staff Conference

First Name	Last Name	Institution
Alyssa	Anderson	Office of Rep. Ciscomani
Dale	Anderson	Office of Rep. Lamborn
Taylor	Andreae	Office of Rep. Gallagher
Rebecca in the second s	Angelson	Office of Rep. Latta
Maggie	Ayrea	Office of Rep. Graves (LA)
Mark Washington Company of the Compa	Bednar	Office of Speaker McCarthy
Megan	Bel Miller	Office of Rep. Scalise
Joshua de la companya del companya de la companya del companya de la companya de		Office of Rep. Estes
A. Brooke	Bennett	Office of Rep. Hill
Chris	Bien	Office of Speaker McCarthy
Jeff	Bishop	Office of Rep. Molinaro
	Black	House Republican Conference
Gabriella	Boffelli	Office of Rep. González-Colón
Robert	Boland	Office of Majority Whip Emmer
Hailey	Borden	Office of Majority Whip Emmer
Lorissa Company of the Company of th	Bounds	Office of Rep. Obermolte
Parish.	Braden	House Committee on Agriculture
	Bracley	Office of Rep. Rutherford
Chris	Brinson	Office of Rep. Rogers (AL)
Francis	Brooke	Office of Majority Leader Scalise
Greg	Brooks	Office of Rep. Wenstrup
Nicholas	Brown	Office of Rep. Clyde
Stuart	Burns	Office of Rep. Posey
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Office of Rep. McCaul	Del Beccaro	Chris
Office of Rep. Burgess	Decker	James
Office of Rep. Wilson	Day	Jonathan
Office of Rep. Higgins	David	Andrew
Office of Rep. Amodei	Cutrona	Molly
Office of Rep. Joyce (PA)	Cultona	Dante
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House Republican Conference	Cress	Brian
Office of Rep. Meuser	Costa	Tim
Office of Rep. Hudson	Constangy	. Billy
Office of Majority Leader Scalise	Comer	Michael
House Committee on Veterans Affairs	Clark	Jon
Office of Rep. Johnson (SD)	Christianson	Andrew
House Committee on Appropriations	Chowacs	Anne Marie
Office of Rep. Newhouse	Carter	Jessica
Office of Speaker McCarthy	Carr	Machalagh
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Office of Speaker McCarthy	Cameron	Christina
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Office of Rep. Grothman	Svoboda	Timothy
Office of Majority Leader Scalise	Sugarman	
House Committee on Ethics	Strickland	Kelle
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Office of Rep. Ferguson	Sours	David
Office of Rep. Johnson (OH)	Smullen	Mike
Office of Rep. Crane	Smith	Gregory
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Office of Rep. Barr	Rosado	Mary
Office of Majority Whip Emmer	Rogers	Shelbie
Office of Majority Whip Emmer	Rogers	Jason Commence Commen
Office of Rep. Bean	Robinette	Jamie
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Office of Rep. Valadao	Renteria	Andrew
Office of Majority Leader Scalise	Reising	Bart
Office of Rep. Lee	Reilly	Xevin
Office of Rep. LaLota	Rapanos	Nikki

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