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.

	rm and file it with the Clerk of the House, by email at <u>gifttravelreports@mail.house.gov</u> , within 15 day mpleted. Please <i>do not</i> file this form with the Committee on Ethics.	s after travel is
	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: Jamie Robinette	-
2.	a. Name of Accompanying Relative: David Robinette	OR None □
	b. Relationship to Traveler: Spouse	
3.	a. Dates: Departure: may 3,2023 Return: may 5,2023	
	b. Dates at Personal Expense, if any:	OR None
4.	Departure City: Washington DC Destination: Hotsprings Va Return City: Wa	shingtonI
	Sponsor(s), Who Paid for the Trip: The congressional institute	
	Describe Meetings and Events Attended:	
	management leadership training poucy discussions	
7.	use of MRA for communications /strategy Attached to this form are each of the following, signify that each item is attached by checking the corresponding to	sponding box:
	a completed Sponsor Post-Travel Disclosure Form;	
	be the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attended the Additional Sponsor Form(s);	achments and
	page 2 of the completed Traveler Form submitted by the employee; and	
	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:	
	certify that the information contained on this form is true, complete, and correct to the best of my kn	owledge.
Si	gnature of Traveler: Date: 5 15 23	
I a Di	authorized this travel in advance. I have determined that all of the expenses listed on the attached Sponse isclosure Form were necessary and that the travel was in connection with the employee's official duties are eate the appearance that the employee is using public office for private gain.	or Post-Travel nd would not
N	ame of Supervising Member: Aaron Bean Date: 5 15 23 gnature of Supervising Member: Date: 5 15 23	
Si	gnature of Supervising Member:	

SPONSOR POST-TRAVEL DISCLOSURE FORM

Original	П	Amendmen
Original		2111101101110111

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.

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 Travel Destination(s): Hot Springs, VA Date of Return: May 5, 2023 3. Date of Departure: May 3, 2023 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 Other Expenses Total Lodging Total Meal **Total Transportation** (dollar amount per item Expenses Expenses Expenses and description) \$624 - Room Rental \$320 \$148 \$0 Traveler \$0 \$148 \$624 - Room Rental \$0 Accompanying Family Member 6. All expenses connected to the trip were for actual costs incurred and not a per diem or lump sum payment. Signify statement is true by checking box. I certify that the information confained in this form is true, complete, and correct to the best of my knowledge. Date: May 12, 2023 Title: President Name: Mark Strand 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 Telephone: 703-837-8812 Email: strand@conginst.org

Committee staff may contact the above-named individual if additional information is required.

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

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.

Fai	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.	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 <i>and</i> 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 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: 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
	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:

9		AND MARKET STREET, STR	A STATE OF THE PARTY OF THE PAR
10.	Attached is a detailed agenda of the activities Ho hourly description of planned activities for trip in		
11.	Check only one of the following:		
	a. I represent that a registered federal lobbyist or on any segment of the trip. Signify that the statemen		y House Members or employees
	b. Not Applicable. Trip sponsor is a U.S. institution	on of higher education.	
12.	For <i>each</i> sponsor required to submit a sponsor form trip <i>and</i> its role in organizing and/or conducting the		n the subject matter of the
	See addendum		
13.	Answer parts a and b. Answer part c if necessary:		
	a. Mode of travel: Air Rail Bus Ca		
	b. Class of travel: Coach Business First c. If travel will be first class, or by chartered or priva		•
	c. If travel will be first class, or by chartered or priva	ate afferant, explain why such trav	er is warranted:
14.	I represent that the expenditures related to local recreational activities of the invitee(s). Signify that		
15.	Check only one. I represent that either:		
	a. The trip involves an event that is arranged or of meals provided to congressional participants are event attendees; OR		
	b. The trip involves events that are arranged spec	cifically with regard to congression	nal participation.
	If "b" is checked:		
	1) Detail the cost <i>per day</i> of meals (approximate of Day 1- \$49, Day 2 - \$85, Day 3 - \$17	cost may be provided):	
		Calt toi-	
	2) Provide the reason for selecting the location of		
	Relative proximity to DC and capacity		
16.	Name, nightly cost, and reasons for selecting each h Hotel Name: Omni Homestead C	City: Hot Springs, VA	Cost Per Night: \$98+fees&tax
	Reason(s) for Selecting: proximity to DC, availab	oility, security & facility size	
	Hotel Name: C	City:	Cost Per Night:
	Reason(s) for Selecting:		
	Hotel Name: C		
	Reason(s) for Selecting:		
17	I represent that all expenses connected to the tri		

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 Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$120	\$320	\$151
For each Accompanying Family Member	\$120	n/a	\$151

a. *	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.

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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: Nack Street	March 31, 2023	
Signature: Mark Strand 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:

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
1.	Name of Traveler: Jame Robinette
	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: Hot springs, va.
4.	a. Date of Departure: may 3, 2023 Date of Return: may 5, 2023
	b. Yes \(\square\) Will you be extending the trip at your personal expense?
	If yes, list dates at personal expense:
5.	a. Yes No No Will you be accompanied by a family member at the sponsor's expense? If yes:
	(1) Name of Accompanying Family Member: David Robinette
	(2) Relationship to Traveler: Spouse Child Other (specify):
	(3) Yes No Accompanying Family Member is at least 18 years of age:
6.	a. Yes 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 chiefof staff to Rep. Beau, I will learn from sessions on using the mea to communicate under the new franking rules and sessions to set goals and achieve them.
9.	
10	. For staff travelers, to be completed by your employing Member:
	ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
di tra	nereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my rect supervision, to accept expenses for the trip described in this request. I have determined that the above-described avel is in connection with my employee's official duties and that acceptance of these expenses will not create the opearance that the employee is using public office for private gain.

Signature of Employing Member _

Date 3 17 23

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

Thomas A. Rust
Staff Director and Chief Counsel

Kelle A. Strickland Counsel to the Chairman

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

Ms. Jamie Robinette Office of the Honorable Aaron Bean 1239 Longworth House Office Building Washington, DC 20515

Dear Ms. Robinette:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's 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

Jusali

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 GOPDavid 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

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 Primary Trip Sponsor Form 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: 571-366-0090



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

Office of Rep. Newhouse	Chief of Staff	Carter	Jessica
Office of Rep. Elizey	Chief of Staff	Carretta	Вор
Office of Speaker McCarthy	General Counsel	Carr	Machalagh
Office of Rep. Tenney	Deputy Chief of Staff	Carr	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	Jeff
House Republican Conference	Member Services Director	Butcher	Courtney
Office of Rep. Posey	Chief of Staff	Burns	Stuart
Office of Majority Whip Emme	Communications Director	Bullock	Samantha
Office of Rep. Greene	Chief of Staff	Buckham	III A
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 Sca	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. Obernofte	Chief of Staff	Bounds	Lorissa
Office of Majority Whip Emmer	Director of Downtown Coalitions	Borden	Hailey

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DiStefano Chief of Staff Dixon Staff Director Domenech Senior Policy Advisor	Justin	Discigil	Chief of Staff	Office of Rep. Crenshaw
Dixon Staff Director Domenech Senior Policy Advisor	David	DiStefano	Chief of Staff	Office of Rep. Carey
Domenech Senior Policy Advisor	Kelly	Dixon		House Committee on Rules
	Emily	Domenech	Senior Policy Advisor	Office of Speaker McCarthy

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Fields Caucus Executive Director Fine Communications Director FitzSimmons Foley Foster Chief of Staff Fox Galanes Galanes Chief of Staff	Alex	Ferro	Chief of Staff	Office of Rep. Gimenez
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Gourdikian Director of Operations ea Chief of Staff	Michael	Gordon	Chief of Staff	Office of Rep. Williams
Grace Chief of Staff	Alex	Gourdikian	Director of Operations	Office of Speaker McCarthy
	Andrea	Grace	Chief of Staff	Office of Rep. Lawler

Office of Rep. Kiley	Chief of Staff	Holste	Bob
House Committee on Financial Services	Staff Director	Hoffmann	Matt
House Committee on Energy and Commerce	Staff Director	Hodson	Nate
Office of Rep. Allen	Chief of Staff	Hodge	Lauren
House Committee on Judiciary	Staff Director	Hixon	Chris
Office of Rep. Bilirakis	Chief of Staff	Hittos	LZ
Office of Rep. Rose	Chief of Staff	Hilleary	Van
Office of Speaker McCarthy	Policy Advisor	畫	Preston
Office of Majority Leader Scalise	Deputy Director of Member Services	Hikin	Jake
Office of Rep. Davidson	Chief of Staff	Hewitt	Adam
House Republican Conference	Chief of Staff	Hester	Patrick
Office of Rep. Ogles	Chief of staff	Henry	Grant
Office of Rep. Johnson (LA)	Chief of Staff	Haynes	Hayden
Office of Rep. McClain	Chief of Staff	Hawatmeh	Nick
Office of Rep. Lesko	Chief of Staff	Harris	Rachel
Office of Rep. Mann	Chief of Staff	Harder	Brandon
Office of Rep. Mace	Chief of Staff	Hanion	Dan
Select Committee on China	Staff Director	Hanke	Dave
Office of Rep. Roy	Chief of Staff	Hancock	Sabrina
Office of Rep. Chavez DeRemer	Chief of Staff	Han	Jihun
Office of Rep. Bishop	Chief of Staff	Hampson	James
Office of Speaker McCarthy	Deputy General Counsel	Hammi	Kimberly
Office of Rep. Massie	Chief of Staff	Gurtler	Matt
Office of Rep. Hudson	Chief of Staff	Guffin	Elliot
Office of Rep. James	Chief of Staff	Gross	Jackson
Office of Rep. Cole	Chief of Staff	Grogis	Josh
Office of Rep. Strong	Chief of Staff	Griffin	Payne
Office of Rep. Burchett	Chief of Staff	Grider	Michael

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Horton Chief of Staff Hough Chief of Staff	House Committee on Intelligence	Staff Director	Howard	Adam
Horton Chief of Staff	Office of Rep. Mooney	Chief of Staff	Hough	Michael
	Office of Majority Leader Scalise	Chief of Staff	Horton	Brett

tovici Chief of Staff Chief of Staff	Hillary	Matt	Jake	Anderson	Corey	Mary	Joe	Karen	Ben	Dennis	Cullen	Allison	Lauren	Tom	3	Patrick	Alye	Annie	James	Matt	Jonas	Carson	Chad	Dan	Matt	Ashley	Tyler	Zach	G
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	Office of Rep. Self	Office of Rep. Fry	Office of Rep. Van Duyne	· House Republican Conference	Office of Rep. Curtis	Office of Rep. Smith (NJ)	Office of Rep. Ezell	Office of Rep. De La Cruz	erations Office of Majority Leader Scalise	or Office of Majority Whip Emmer	Office of Speaker McCarthy	Office of Rep. Van Drew	Office of Rep. Perry	Office of Rep. Salazar	House Committee on Administration	Office of Rep. Kim	Office of Majority Leader Scalise	or Office of Majority Leader Scalise	Office of Rep. McCarthy	Office of Rep. Oline	Office of Rep. Carter (TX)	Office of Rep. Foxx	Office of Rep. Schweikert	Office of Speaker McCarthy	Office of Rep. Smith (MO)	Office of Rep. Reschenthaler	Office of Rep. Miller-Meeks	Office of Rep. Buck	

Alex	Mary	Anna	Mark	Shelbie	Jason	Jamie	Jim	Kyle	Mary Ellen	Andrew	1	Bart	Kevin	Nikki	Chad	Jessica	Sam	Cesar	Jessica	Jared	Dana	David	Phillip	Mark	Brandon .	Mehgan	Nancy
Ross	Rosado	Homeo	Roman	Rogers	Rogers	Robinette	Robertson	Robertson	Richardson	Renteria	Reitz	Reising	Reilly	Rapanos	Ramey	Proud	Pritchard	Prieto	Powell	Powell	Planning	Planning	Pinegar	Piland	Phillips	Perez-Acosta	Peele
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Office of Rep. Bentz	Chief of Staff	Strader	Nick
Office of Rep. Kean	Chief of Staff	Stewart	Danielle
Office of Speaker McCarthy	Senior Policy Advisor	Specht	Brittan
Office of Speaker McCarthy	Head of Communications	Sparks	Matt
Office of Rep. LaMalfa	Chief of Staff	Spannagel	Mark
Office of Speaker McCarthy	Senior Policy Advisor	Souza	Allen
Office of Rep. Ferguson	Chief of Staff	Sours	David
Office of Rep. Fallon	Chief of Staff	Sorrell	Shannan
Office of Rep. Johnson (OH)	Chief of Staff	Smullen	Mike
ker) Office of the Parliamentarian	House Parliamentarian (Guest Speaker)	Smith	Jason
Office of Speaker McCarthy	Digital Communications Director	Smith	Caleb
Office of Rep. Palmer	Chief of Staff	Smith	William
Office of Rep. Crane	Chief of Staff	Smith	Gregory
Office of Rep. Boebert	Chief of Staff	Small	Jeff
Office of Rep. Lucas	Deputy Chief of Staff	Slagell	Alison
Office of Rep. Murphy	Chief of Staff	Skrzycki	Kris
Office of Rep. McCormick	Chief of Staff	Singleton	Philip
Office of Rep. Green	Chief of Staff	Siao	Stephen
Office of Rep. Crawford	Chief of Staff	Shumate	Jonah
Office of Rep. Moylan	Chief of Staff	Shringi	Bobby
House Committee on Foreign Affairs	Staff Director	Shields	Brendan
Office of Majority Leader Scalise	Director of Operations	Seher	
Office of Rep. Nehls	Chief of Staff	Schroeder	Robert
Office of Majority Leader Scalise	Coalitions Coordinator	Schmitz	Eric
Office of Rep. Harshbarger	Chief of Staff	Rutherford	Zac
Office of Rep. Granger	Chief of Staff	Ruhlen	Steve
House Committee on Transportation and Infrastructure	Staff Director	Ruddy	Jack

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Timothy	Svoboda	Deputy Chief of Staff	Office of Rep. Grothman
Heather	Swift	Chief of Staff	Office of Rep. Zinke
Deena	Tauster	Chief of Staff	Office of Rep. Garbarino
Shana	Teehan	Chief of Staff	Office of Rep. Moore (AL)
Daniel	Tidwell	Incoming Chief of Staff	Office of Rep. Fleischmann
Sophie	Trainor Khanahmadi	Chief of Staff	Office of Rep. Guthrie
Catherine	Treadwell	Chief of Staff/General Counsel	Office of Rep. Mills
Claire	Trokey		Office of Majority Leader Scalise
Chris	Tudor	DC Chief of Staff	Office of Rep. McClintock
Will	Turner	Chief of Staff	Office of Rep. Garcia
Tom	Van Flein	Chief of Staff	Office of Rep. Gosar
Dirk	Vander Beek	Chief of Staff	Office of Rep. Dunn
Aashka	Varma	Senior Advisor	Office of Rep. Rosendale
Richard	Vaughn	Chief of Staff	Office of Rep. DesJarlais
Ted	Verrill	Chief of staff	Office of Rep. Letlow
Chris	Vieson	Staff Director	House Committee on Armed Services
Jake	Vreeburg	Policy Director	House Republican Conference
Rachel	Wagley	Chief of Staff	Office of Rep. Moore (UT)
Brett	Wakeman	Chief of Staff	Office of Rep. Van Orden
Nikki	Wallace	Chief of Staff	Office of Rep. Simpson
Clay	White	Chief of Staff	Office of Rep. Stewart
Todd	Whiteman	Chief of Staff	Office of Rep. Huizenga
Jeanette	Whitener	Chief of Staff	Office of Rep. Weber
	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



2023 House Republican Chiefs of Staff Conference Hot Springs, VA

Wednesday, May 3

	wednesday, May 5	
10:30 AM - 2:30 PM	Bus Departs from Hill S. Capitol St (Between Box lunches will be available on the bus.	een 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 Co 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	onference: 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	Grand Ballroom West

9:00 AM - 10:00 AM	The Five Dysfunctions of a Team Beau Johnson, The Table Group	Grand Ballroom East
10:00 AM - 11:00 AM	Countering the Threat of the Chinese Communist Party Dustin Walker, American Enterprise Institute	Grand Ballroom East
	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

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

adama Dunia at

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

Grand Ballroom West

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

Dinner

Grand Ballroom West

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

Congressional District

Lee Carter, Maslansky + Partners

Friday, May 5

Breakfast **Grand Ballroom West** 8:00 AM - 9:00 AM **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 11:00 AM - 11:15 AM Open Mic Discussion **Grand Ballroom East** Moderator: Mark Strand, Congressional Institute **Conference Concludes**

11:30 AM

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

First Name	Last Name	Institution
T T T T T T T T T T T T T T T T T T T		
Alyssa	Anderson	Office of Rep. Ciscomani
Dale	Anderson	Office of Rep. Lamborn
Taylor	Andreae	Office of Rep. Gallagher
Rebecca	Angelson	Office of Rep. Latta
Maggie	Ayrea	Office of Rep. Graves (LA)
Mark	Bednar	Office of Speaker McCarthy
Megan	Bel Miller	Office of Rep. Scalise
Joshua	Bell	Office of Rep. Estes
A. Brooke	Bennett	· Office of Rep. Hill
Chris	Bien	Office of Speaker McCarthy
Jeff	Bishop	Office of Rep. Molinaro
Ali	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	Bounds	Office of Rep. Obernolte
Parish	Braden	House Committee on Agriculture
Jen	Bradley	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
Courtney	Butcher	House Republican Conference

, Bacon	Office of Rep. Bacon	Dreiling	Mark
. Guest	Office of Rep. Guest	ın Downs	Jordan
. Smith (NE)	Office of Rep. Smith (NE)	Didiuk Didiuk	Monica
SpartZ	r Office of Rep. Spartz	Dessauer	Liz
. Miller (IL)	Office of Rep. Miller (IL)	DeMarzo	Ben
Office of Majority Whip Emmer		e Del Bonis	Jackie
McCaul		Del Beccaro	Chris
Burgess	Office of Rep. Burgess	s Decker	James
. Wilson	Office of Rep. Wilson		Jonathan
Higgins	Office of Rep. Higgins	₃w David	Andrew
. Amodei	Office of Rep. Amodel		Molly
. Joyce (PA)	Office of Rep. Joyce (PA)	: Cutrona	Dante
Office of Majority Leader Scalise	Office of Ma		John
House Republican Conference	House Repu	Cress	Brian
. Meuser		Costa	Tim
. Hudson	gy Office of Rep. Hudson	Constangy	Billy
Office of Majority Leader Scalise			Michael
House Committee on Veterans Affairs	House Comr	Clark	Jon
Office of Rep. Johnson (SD)		Christiansor	Andrew
House Committee on Appropriations		Marie Chotvacs	Anne Marie
. Newhouse	Office of Rep. Newhouse	Carter	Jessica
Office of Speaker McCarthy	Office of Spe		Machalagh
. Steil	Office of Rep. Stell	Carney	Ryan
.Carl	Office of Rep. Carl	Carlough	Chad
Office of Speaker McCarthy		tina Cameron	Christina
Office of Majority Leader Scalise	Office of Maj	y Callen	Ashley
Burlison	Office of Rep. Burlison		Aaron
.Cammack	Office of Rep. Cammack	Calhoun	Larry
. Pfluger	Office of Rep. Pfluger	Byers	John

Office of Majority Leader Scalise	Horton	Brett
Office of Rep. Kiley	Holste	Robert
Office of Rep. Allen	Hodge	Lauren
Office of Rep. Rose	Hilleary	Van
Office of Majority Leader Scalise	Hikin	Jake
House Republican Conference	Hester	Patrick
Office of Rep. Ogles	Henry	Grant
Office of Rep. McClain	Hawatmeh	Nick
Office of Rep. Mace	Hanlon	Dan
Office of Rep. Roy	Hancock	Sabrina
Office of Rep. Chavez DeRemer	Han	Jihun
Office of Speaker McCarthy	Hamm	Kimberly
Office of Rep. Hudson	Guffin	Elliott
Office of Rep. Cole	Grogis	Josh
Office of Rep. Strong	Griffin	Payne
Office of Rep. Burchett	Grider	Michael
Office of Rep. Lawler	Grace	Andrea
Office of Rep. Diaz-Balart	Gonzalez	Cesar
Office of Rep. D'Esposito	Gies	Robert
Office of Speaker McCarthy	Giaier	Steven
Office of Rep. Emmer	Fox	Sally
Office of Rep. Hern	Foster	Cameron
Office of Majority Whip Emmer	Foley	lan
Office of Majority Leader Scalise	Fine	Lauren
Office of Speaker McCarthy	Exner	Michele
Office of Rep. Nunn	Enos	Wesley
Office of Rep. Balderson	Engquist	Laura
Office of Rep. Webster	Emhof	Jaryn
Office of Rep. Kiggans	Edmonds	Tyler

Office of Rep. Alford	Martin	Michael
House Committee on Natural Resources	Marklund	Chris
Office of Majority Whip Emmer	Maneval	Chris
Office of Rep. Moolenaar	Maloney	Ashton
Office of Rep. Griffith	Lungren McCollum	Kelly
Office of Rep. Aderholt	Lowity	Michael
Office of Rep. McCarthy	Lombardi	Kyle
Office of Rep. Armstrong	Leighton	Roz
Office of Speaker McCarthy	Leganski	John
Office of Rep. Luttrell	Læ	Chrissi
Office of Rep. Mast	Langenderfer	James
Office of Rep. Biggs	LaBorde	Kate
Office of Majority Leader Scalise	Koohmaraie	界
Office of Rep. Luna	Koncar	Steve
Office of Rep. Stauber	Koetzle	Desiree
Office of Rep. Fitzpatrick	Knowles	Joe
Office of Rep. Duncan	Klump	Allen
Office of Rep. Houchin	Kizzer	Kyle
Office of Rep. Wittman	King	Carolyn
Office of Rep. Waltz	Ketchel	Micah
Main Street Caucus	Kemp	Jazmine
Office of Rep. Franklin	Kelly	Melissa
Office of Rep. Good	Kelly	Mark
Office of Rep. Wagner	Keller	Charlie
Office of Rep. Graves	Jorgenson	Sarah
Office of Rep. Brecheen	Jones	Jon
Office of Rep. Bucshon	Jackson	Kyle
Office of Rep. Fischbach	Hytha	Emily
Office of Rep. Harris	Hutson	Matt

Office of Rep. Langworthy	Proud	Jessica
Office of Rep. Hinson	Pritchard	Sam
Office of Rep. Gonzales (TX)	Prieto	Cesar
Office of Rep. Womack		Jessica
Office of Majority Whip Emmer	Planning	David
Office of Speaker McCarthy	Planning	Dana
Office of Rep. Baird	Pinegar	Phillip
Office of Rep. Collins	Phillips	Brandon
Office of Rep. Donalds	Perez-Acosta	Mehgan
Office of Rep. Self	Parkinson	Hillary
House Republican Conference	Okoniewski	Anderson
Office of Rep. De La Cruz	Navarro	Karen
Office of Majority Leader Scalise	Napier	Ben
Office of Majority Whip Emmer	Nalls	Dennis
Office of Speaker McCarthy	Murphy	Cullen
Office of Rep. Salazar	Moran	Tom
House Committee on Administration	Monahan	Tim
Office of Majority Leader Scalise	Mlinar	Alye
Office of Majority Leader Scalise	Minkler	Annie
Office of Rep. McCarthy	Min	James
Office of Rep. Cline	Miller	Matt
Office of Rep. Hageman	Miller	Carly
Office of Rep. Foxx	Middleton	Carson
Office of Rep. Schweikert	Michaels	Chad
Office of Rep. Miller-Meeks	Menzler	Tyler
Office of Rep. Reschenthaler	Menzler	Ashley
Office of Rep. Kustoff	Melvin	Justin
Office of Rep. Fitzgerald	McCormack	Ryan
Office of Rep. Rouzer	McCormack	Anna

		Daniel
Office of Rep. Moore (AL)	Teehan	Shana
Office of Rep. Garbarino	Tauster	Deena
Office of Rep. Zinke	Swift	Heather
Office of Rep. Grothman	Svoboda	Timothy
Office of Majority Leader Scalise	Sugarman	AJ
House Committee on Ethics	Strickland	
Office of Speaker McCarthy	Specht	Brittan
Office of Rep. Ferguson		David
Office of Rep. Johnson (OH)	Smullen	Mike
Office of Rep. Crane		Gregory
Office of Rep. Boebert	Small	Jeff
Office of Rep. McCormick	Singleton	Philip
Office of Rep. Crawford	Shumate	Jonah
Office of Majority Leader Scalise	Seher	Ellen
Office of Rep. Nehls	Schroeder	Robert
Office of Majority Leader Scalise	Schmitz	Eric
Office of Rep. Harshbarger	Rutherford	Zac
Office of Rep. Granger	Ruhlen	Steve
Office of Rep. Barr	Rosado	Mary
Office of Majority Whip Emmer	Rogers	Shelbie
Office of Majority Whip Emmer	Rogers	Jason
Office of Rep. Bean	Robinette	Jamie
Office of Rep. Pence	Robertson	Kyle
Office of Rep. Stefanik	Robertson	Jim
Office of Rep. Valadao	Renteria	Andrew
Office of Majority Leader Scalise	Reising	Bart
Office of Rep. Lee	Reilly	Kevin
Office of Rep. LaLota	Rapanos	Nikki

Treadwell Trokey Coffice of Rep. Mills Tudor Tumer Vaughm Vireburg Vireburg Wagley Whitener Wood Office of Rep. MacClintock Office of Rep. Letow House Republican Conference Wagley Office of Rep. MacClintock Office of Rep. Letow Office of Rep. Letow Office of Rep. Letow Office of Rep. Macore (UT) Office of Rep. Webjer Wood Office of Rep. Gooden	Jordan	Jeanette	Rachel	Jake	Ted	Richard	Will	Chris	Claire	Catherine
Office of Office	Wood	Whitener	Wagley	Vreeburg	Verrill	Vaughn	Tumer	Tudor	Trokey	Treadwell
	Office of Rep. Gooden	Office of Rep. Weber	Office of	House Re	Office of	Office of	Office of Rep. Mike Garcia	Office of	Office of	Office of