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: Ashley Gutwein
2. a. Name of Accompanying Relative: Jordan Ebert *OR* ☐ None
   b. Relationship to Traveler: ☒ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: June 16, 2024 Return: June 18, 2024
   b. Dates at Personal Expense, if any: _____ *OR* ☐ None
4. Departure City: Washington, DC Destination: Virginia Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Series of sessions related to leadership, effective management, strong communication, ethics, networking, power of service, etc.
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:** June 28, 2024

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: Zach Nunn **Date:** 6/28/24

Signature of Supervising Member: Zach Nunn

last updated 7/2023

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 in the trip *within 10 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 or provided in-kind support for the trip: Congressional Institute
2. Travel Destination(s): Virginia Beach, VA
3. Date of Departure: June 16, 2024 Date of Return: June 18, 2024
4. Name(s) of Traveler(s): See attached list

   Note: You may list more than one traveler on a form only if ***all*** information is ***identical*** for each person listed.
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

	Total **Transportation** Expenses	Total **Lodging** Expenses	Total **Meal** Expenses	Total **Other** Expenses (dollar amount per item and description)
Traveler	n/a	$591	$165	$659 - Room Rental
Accompanying Family Member	n/a	$0	$165	$659 - Room Rental

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: [signature] **Date:** June 26, 2024

Name: Kelle Strickland **Title:** President & CEO

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:** amym@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.

last updated 7/2023

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Ashley M Gutwein
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Congressional Institute
3. City and State **OR** Foreign Country of Travel: Virginia Beach, VA
4. a. Date of Departure: June 16, 2024 Date of Return: June 18, 2024

   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: Jordan Ebert

   (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:
   N/A
7. Yes ☒ No ☐ *Primary Trip Sponsor Form* is attached, including agenda, invitation, 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 relatively new Chief of Staff for a freshman Member of Congress, this conference is an opportunity to interact with other Chiefs in a more informal setting to establish new relationships and build on existing relationships. It is also an opportunity to engage with leadership and other pertinent stakeholders outside of the day-to-day of the Hill.
9. **Yes ☐ No ☒ Is the traveler aware of any registered federal lobbyists or foreign agents involved in 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: [signature] **Date:** 5/8/24

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

Keelie Broom
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

June 18, 2024

Ms. Ashley Gutwein
Office of the Honorable Zachary Nunn
1232 Longworth House Office Building
Washington, DC 20515

Dear Ms. Gutwein:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your and your spouse's proposed trip to Virginia Beach, Virginia, scheduled for June 16 to 18, 2024, 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

MG/SW:tn

COMMITTEE ON ETHICS

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

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. Signatures must comply with section 104(bb) of the Travel Regulations.

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, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.

   If "c" is checked, list the names of the additional sponsors: _____

4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): _____

   See addendum & attached invitation list

5. Yes ☒ No ☐ Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: June 16, 2024 Date of Return: June 18, 2024
7. a. City of departure: Washington, DC
   b. Destination(s): Virginia Beach, VA
   c. City of return: Washington, DC
8. ***Check only one.*** I represent that
   a. ☐ The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**
   b. ☒ The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**
   c. ☐ The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. ***Check only one of the following.***
   a. ☐ I checked 8(a) or (b) above; **OR**
   b. ☐ I checked 8(c) above but am not offering any lodging; **OR**
   c. ☐ I checked 8(c) above and am offering lodging and meals for one night; **OR**
   d. ☐ I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. _____

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 the statement is true by clicking the box;* **OR**
    b. ☐ *Not Applicable.* Trip sponsor is a U.S. institution of higher education.
12. For ***each*** sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip ***and*** its role in organizing and/or conducting the trip:
    See addendum
13. ***Answer parts a and b. Answer part c if necessary:***
    a. Mode of travel: Air ☐ Rail ☐ Bus ☐ Car ☐ Other ☐ (specify:_____)
    b. Class of travel: Coach ☐ Business ☐ First ☐ Charter ☐ Other ☐ (specify:_____)
    c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:
14. ☐ I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box.*
15. ***Check only one.*** I represent that either:
    a. ☐ The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
    b. ☐ The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:
       1) Detail the cost *per day* of meals (approximate cost may be provided): _____
          Day 1- $50, Day 2 - $88, Day 3 - $26
       2) Provide the reason for selecting the location of the event or trip: _____
          Relative proximity to DC and capacity to handle a large event
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
    Hotel Name: Marriott Virginia Beach Oceanfront City: Virgnia Beach, VA Cost Per Night: $222 +taxes
    Reason(s) for Selecting: proximity to DC, availability, security & facility size
    Hotel Name: _____ City: _____ Cost Per Night: _____
    Reason(s) for Selecting: _____
    Hotel Name: _____ City: _____ Cost Per Night: _____
    Reason(s) for Selecting: _____

17. ☒ I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*

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	$141	$591	$164
For each Accompanying Family Member	$141	n/a	$164

	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	$656	Room Rental
For each Accompanying Family Member	$656	Room Rental

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: Brenda K Becker Date: May 2, 2024

Name: Brenda Becker Title: Chair

Organization: Congressional Institute

Address: 1700 Diagonal Road #300, Alexandria, VA 22314

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

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or travel.requests@mail.house.gov.

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 conference focuses on the important role of the Chief of Staff in congressional offices. Therefore, the invitation to this conference is being extended to Chiefs of Staff in House Majority personal offices, the Staff Directors 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. The Congressional Institute is dedicated to helping Congressional offices better serve their constituents and to otherwise support and further the Member's legislative and representational roles. Chiefs of Staffs play essential parts in these, and other important aspects and functions, of personal, committee, and leadership offices. This conference 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) does 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 $656 as disclosed on the sponsor form.

From: Congressional Institute rsvp@conginst.org
Subject: Test - Register for the Chiefs of Staff Conference!
Date: May 1, 2024 at 3:17 PM
To: amym@conginst.org

RC

CONGRESSIONAL INSTITUTE

2024 Chiefs of Staff Conference

YOU'RE INVITED

The Congressional Institute is pleased to invite you to the

2024 Chiefs of Staff Conference

LEAD | SERVE | EXCEL

Sunday, June 16, 2024 -
Tuesday, June 18, 2024

Marriott Virginia Beach Oceanfront
Virginia Beach, VA

With Lead | Serve | Excel to guide our conversations, Chiefs of Staff will remember - and reignite - the "why" that led them to serve their Member, their Team, their Country through leading, managing and inspiring.

This year's conference kick-off falls on Father's Day. Understanding the importance of work-life balance, the hotel extends, based on hotel availability, an invitation to arrive before the conference or stay after its conclusion. Please note that any additional stay beyond the conference dates will be at your expense.

Please click on the link below to register!

REGISTER NOW | UNABLE TO ATTEND

Email Address: */email/*
Access Code: */other_id/*

Ethics Forms are due Friday, May 17, 2024
Instructions: Complete the first two pages of the traveler form and email to travel.requests@mail.house.gov.
If you think there is even a possibility you will attend, file your travel pre-authorization with Ethics. You may always withdraw your paperwork.

DOWNLOAD ETHICS FORMS

Add these important dates to your calendar:

Add these important dates to your calendar:

Pre-Travel Ethics Filing Deadline (5/17/24)
Chiefs of Staff Conference (6/16/24 - 6/18/24)
Post-Travel Filing Deadline (7/3/24)

*Please contact **Amy Hinderliter** with questions or call the Congressional Institute at 703-837-8812.*

If you are not the correct contact for this office, please reply to this **email** with the updated contact information instead of **unsubscribing**. We will correct our records and remove your email address from the list.

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1700 Diagonal Road, #300 Alexandria, VA 22314

To unsubscribe from this mailing list, please click here

COS2024 - Invited Hill Staff

First Name	Last Name	Job Title	Institution
Emily	Ackerman	Deputy Floor Director	Office of Majority Whip Emmer
Rob	Adkerson	Chief of Staff	Office of Rep. Loudermilk
Rick	Adkins	Chief of Staff	Office of Rep. Duncan
William	Ahlquist	Chief of Staff	Office of Rep. Duarte
Amy	Albro	Chief of Staff	Office of Rep. Bice
Alyssa	Anderson	Deputy Chief of Staff	Office of Rep. Ciscomani
Dale	Anderson	Chief of Staff	Office of Rep. Lamborn
Gary	Andres	Staff Director	House Committee on Budget
Rebecca	Angelson	Chief of Staff	Office of Rep. Latta
Maggie	Ayrea	Deputy Chief of Staff	Office of Rep. Graves (LA)
Alison	Babb	Director of Operations	Office of Speaker Johnson
Amanda	Baldwin	Chief of Staff	Office of Rep. Burgess
Bill	Ball	Senior Policy Advisor	Office of Speaker Johnson
Mindy	Barry	Staff Director	House Committee on Education and Labor
Joe	Barry	Executive Director	Republican Study Committee
Jason	Bauknecht	Chief of Staff	Office of Rep. Tiffany
Cliff	Bayer	Chief of Staff	Office of Rep. Fulcher
Megan	Bel Miller	Chief of Staff	Office of Rep. Scalise
Jennifer	Belair	Staff Director	House Committee on Rules
Joshua	Bell	Chief of Staff	Office of Rep. Estes
Brooke	Bennett	Chief of Staff	Office of Rep. Hill
Chris	Bien	Director of Floor Operation	Office of Speaker Johnson
Claire	Bienvenu	Strategic Advisor to the Chief of Staff	Office of Speaker Johnson
Amanda	Bihl	Chief of Staff	Office of Rep. Newhouse
Jeff	Billman	Chief of Staff	Office of Rep. Jackson
Jeff	Bishop	Chief of Staff	Office of Rep. Molinaro

Ali	Black	Communications Director	House Republican Conference
Alex	Blair	Chief of Staff	Office of Rep. Steube
Luke	Blanchat	Chief of Staff	Office of Rep. Hudson
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	Bonner	Chief of Staff	Office of Rep. Smucker
Hailey	Borden	Director of Downtown Coalitions	Office of Majority Whip Emmer
Lorissa	Bounds	Chief of Staff	Office of Rep. Obernolte
Parish	Braden	Staff Director	House Committee on Agriculture
Joshua	Bradley	Chief of Staff	Office of Rep. Moran
Jen	Bradley	Chief of Staff	Office of Rep. Rutherford
Sean	Brady	Chief of Staff	Office of Rep. Buchanan
Matt	Brennan	Chief of Staff	Office of Rep. Thompson
Francis	Brennan	Rapid Response Director	House Republican Conference
Chris	Brinson	Chief of Staff	Office of Rep. Rogers (AL)
Francis	Brooke	Policy Director	Office of Majority Leader Scalise
Greg	Brooks	Chief of Staff	Office of Rep. Wenstrup
Keelie	Broom	Staff Director	House Committee on Ethics
Nick	Brown	Chief of Staff	Office of Rep. Clyde
Ed	Buckham	Chief of Staff	Office of Rep. Greene
Stuart	Burns	Chief of Staff	Office of Rep. Posey
Courtney	Butcher	Member Services Director	Office of Speaker Johnson
Jeff	Butler	Chief of Staff	Office of Rep. McHenry
John	Byers	Chief of Staff	Office of Rep. Pfluger
Larry	Calhoun	Chief of Staff	Office of Rep. Cammack
Aaron	Calkins	Chief of Staff	Office of Rep. Burlison
Ashley	Callen	General Counsel	Office of Speaker Johnson

Spencer	Carr	Chief of Staff	Office of Rep. Tenney
Bob	Carretta	Chief of Staff	Office of Rep. Ellzey
Claire	Case	Chief of Staff	Office of Rep. Van Orden
Caroline	Cash	Chief of Staff	Office of Rep. Comer
Nick	Christensen	Chief of Staff	Office of Rep. Graves (MO)
Andrew	Christianson	Chief of Staff	Office of Rep. Johnson (SD)
Jon	Clark	Staff Director	House Committee on Veterans Affairs
Brandon	Cockerham	Chief of Staff	Office of Rep. Baird
Michael	Comer	Deputy Communications Director	Office of Majority Leader Scalise
Briana	Connolly	Executive Director	Main Street Caucus
Tim	Costa	Chief of Staff	Office of Rep. Meuser
Will	Courtney	Chief of Staff	Office of Rep. Kustoff
Carly	Couture	Chief of Staff	Office of Rep. Hageman
Chris	Crawford	Chief of Staff	Office of Rep. Carter (GA)
Brian	Cress	Deputy Director of Member Services	Office of Speaker Johnson
John	Crews	Counsel	Office of Majority Leader Scalise
Tim	Cummings	Chief of Staff	Office of Rep. Timmons
Molly	Cutrona	Chief of Staff	Office of Rep. Amodei
Dante	Cutrona	Chief of Staff	Office of Rep. Joyce (PA)
Arie	Dana	Chief of Staff	Office of Rep. Steel
Andrew	David	Chief of Staff	Office of Rep. Higgins
Kevin	Dawson	Chief of Staff (PA)	Office of Rep. Kelly (PA)
Jonathan	Day	Chief of Staff	Office of Rep. Wilson
Corinne	Day	Director of Media Affairs	Office of Speaker Johnson
Jordan	Dayer	Cloakroom Director	Office of Speaker Johnson
James	Decker	Chief of Staff	Office of Rep. Griffith
Jackie	Del Bonis	Member Services Director	Office of Majority Whip Emmer
Regan	Delaney	Executive Director	Republican Governance Group
Ben	DeMarzo	Chief of Staff	Office of Rep. Miller (IL)

Monica	Didiuk	Chief of Staff	Office of Rep. Smith (NE)
Matt	Donnellan	Chief of Staff	Office of Rep. Miller (WV)
Toby	Douthat	Executive Director	Problem Solvers Caucus
Jordan	Downs	Chief of Staff	Office of Rep. Guest
Mark	Dreiling	Chief of Staff	Office of Rep. Bacon
Braden	Dreiling	Chief of Staff	Office of Rep. LaTurner
Jake	Dumas	Chief of Staff	Office of Rep. Flood
Kevin	Eichinger	Chief of Staff	Office of Rep. Jordan
Joe	Ellis	Chief of Staff	Office of Rep. Miller
Jaryn	Emhof	Chief of Staff	Office of Rep. Webster
Alyssa	Erdel	Member Services Director	House Republican Conference
John	Etue	Chief of Staff	Office of Rep. Williams (TX)
Ben	Falkowski	Chief of Staff	Office of Rep. Yakym
Jay	Fields	Deputy Policy Director	Office of Speaker Johnson
Lauren	Fine	Communications Director	Office of Majority Leader Scalise
David	FitzSimmons	Chief of Staff	Office of Rep. Finstad
Ian	Foley	Policy Director	Office of Majority Whip Emmer
Cameron	Foster	Chief of Staff	Office of Rep. Hern
Sally	Fox	Chief of Staff	Office of Rep. Emmer
Hannah	Fraher	Director for House Operations	Office of Speaker Johnson
Garrett	Fultz	Deputy Chief of Staff	Office of Speaker Johnson
Jason	Galanes	Chief of Staff	Office of Rep. Turner
Teri	Geiger	Chief of Staff	Office of Rep. Balderson
Robert	Gies	Chief of Staff	Office of Rep. D'Esposito
Sarah	Gilbert	Chief of Staff	Office of Rep. Dunn
Stacey	Glasscock	Chief of Staff	Office of Rep. Lucas
Cesar	Gonzalez	Chief of Staff	Office of Rep. Diaz-Balart
Andrea	Grace	Chief of Staff	Office of Rep. Lawler
Michael	Grider	Chief of Staff	Office of Rep. Burchett

Payne	Griffin	Chief of Staff	Office of Rep. Strong
Jackson	Gross	Chief of Staff	Office of Rep. James
Andrew	Guernsey	Coalitions Coordinator	Office of Majority Leader Scalise
Matt	Gurtler	Chief of Staff	Office of Rep. Massie
Ashley	Gutwein	Chief of Staff	Office of Rep. Nunn
Joseph	Guy	Chief of Staff	Office of Rep. Williams (NY)
James	Hampson	Chief of Staff	Office of Rep. Bishop
Jihun	Han	Chief of Staff	Office of Rep. Chavez DeRemer
Sabrina	Hancock	Chief of Staff	Office of Rep. Roy
Dave	Hanke	Staff Director	Select Committee on China
Brandon	Harder	Chief of Staff	Office of Rep. Mann
Madison	Hardimon	Chief of Staff	Office of Rep. Gimenez
Rachel	Harris	Chief of Staff	Office of Rep. Lesko
Taylor	Haulsee	Deputy Communications Director for Media Relations	Office of Speaker Johnson
Nick	Hawatmeh	Chief of Staff	Office of Rep. McClain
Hayden	Haynes	Chief of Staff	Office of Speaker Johnson
Grant	Henry	Chief of staff	Office of Rep. Ogles
Patrick	Hester	Chief of Staff	House Republican Conference
Austin	Higginbotham	Chief of Staff	Office of Rep. Fallon
Jake	Hilkin	Deputy Director for Member Services	Office of Majority Leader Scalise
Preston	Hill	Senior Policy Advisor	Office of Speaker Johnson
Van	Hilleary	Chief of Staff	Office of Rep. Rose
Liz	Hittos	Chief of Staff	Office of Rep. Bilirakis
Chris	Hixon	Staff Director	House Committee on Judiciary
Lauren	Hodge	Chief of Staff	Office of Rep. Allen
Matt	Hodge	Chief of Staff/Legislative Director	Office of Rep. Crenshaw
Nate	Hodson	Staff Director	House Committee on Energy and Commerce

Matt	Hoffmann	Staff Director	House Committee on Financial Services
Bob	Holste	Chief of Staff	Office of Rep. Kiley
Brett	Horton	Chief of Staff	Office of Majority Leader Scalise
Michael	Hough	Chief of Staff	Office of Rep. Mooney
Adam	Howard	Staff Director	House Committee on Intelligence
Paul	Howell	Chief of Staff	Office of Rep. Kelly (MS)
Matt	Hutson	Chief of Staff	Office of Rep. Harris
Emily	Hytha	Chief of Staff	Office of Rep. Fischbach
Kyle	Jackson	Chief of Staff	Office of Rep. Bucshon
Ryan	Jarmula	Deputy Chief of Staff	Office of Rep. Pence
Ben	Johnson	Staff Director	House Committee on Small Business
Alice	Johnson	Chief of Staff	Office of Rep. Scott
AT	Johnston	Director	Congressional Excellence Program
Jon	Jones	Chief of Staff	Office of Rep. Brecheen
Amanda	Kain	Chief of Staff	Office of Rep. Joyce (OH)
Rebecca	Keightley	Chief of Staff	Office of Rep. Calvert
David	Keller	Chief of Staff	Office of Rep. Banks
Charlie	Keller	Chief of Staff	Office of Rep. Wagner
Melissa	Kelly	Chief of Staff	Office of Rep. Franklin
Mark	Kelly	Chief of Staff	Office of Rep. Good
Karen	Kelly	Chief of Staff	Office of Rep. Rogers (KY)
Micah	Ketchel	Chief of Staff	Office of Rep. Waltz
Drew	Keyes	Senior Policy Advisor	Office of Speaker Johnson
Lorie	Khatod	Chief of Staff	Office of Rep. Mace
Carolyn	King	Chief of Staff	Office of Rep. Wittman
Kyle	Kizzer	Chief of Staff	Office of Rep. Houchin
Joe	Knowles	Chief of Staff	Office of Rep. Fitzpatrick
Desiree	Koetzle	Chief of Staff	Office of Rep. Stauber
BJ	Koohmaraie	Counsel	Office of Majority Leader Scalise

James	Kyrkanides	Chief of Staff	Office of Rep. Hunt
Kate	LaBorde	Chief of Staff	Office of Rep. Biggs
Bronwyn	Lance	Chief of Staff	Office of Rep. Edwards
Jillian	Lane Wyant	Chief of Staff	Office of Rep. Gaetz
James	Langenderfer	Chief of Staff	Office of Rep. Mast
John	Lanning	Member Services Coordinator	Office of Speaker Johnson
R.J.	Laukitis	Chief of Staff	Office of Rep. Walberg
Chrissi	Lee	Chief of Staff	Office of Rep. Luttrell
Roz	Leighton	Chief of Staff	Office of Rep. Armstrong
Matt	Leopold	Chief of Staff	Office of Rep. Feenstra
Tony	Lis	Chief of Staff	Office of Rep. Bergman
Lee	Lonsberry	Chief of Staff	Office of Rep. Owens
Michael	Lowry	Chief of Staff	Office of Rep. Aderholt
Chris	Maneval	Deputy Chief of Staff	Office of Majority Whip Emmer
Mark	Marin	Staff Director	House Committee on Oversight and Government Reform
Chris	Marklund	Deputy Staff Director	House Committee on Natural Resources
Michael	Martin	Chief of Staff	Office of Rep. Alford
Josh	Mathis	Staff Director	House Committee on Science, Space and Technology
Ryan	McCormack	Chief of Staff	Office of Rep. Fitzgerald
Anna	McCormack	Chief of Staff	Office of Rep. Rouzer
Matt	McCullough	Chief of Staff	Office of Rep. Bost
Meg	McGaughey	General Counsel	Office of Majority Leader Scalise
Robert	McIntosh	Chief of Staff	Office of Rep. Sessions
Will	McPherson	Chief of Staff	Office of Rep. Cole
Tyler	Menzler	Chief of Staff	Office of Rep. Miller-Meeks
Ashley	Menzler	Chief of Staff	Office of Rep. Reschenthaler
Matt	Meyer	Chief of Staff	Office of Rep. Smith (MO)

Chad	Michaels	Chief of Staff (DC)	Office of Rep. Schweikert
Carson	Middleton	Chief of Staff	Office of Rep. Foxx
Jonas	Miller	Chief of Staff	Office of Rep. Carter (TX)
Patrick	Mocete	Chief of Staff	Office of Rep. Kim
Tom	Moran	Chief of Staff	Office of Rep. Salazar
Jeff	Morehouse	Leadership Chief of Staff	Office of Rep. Hudson
Lauren	Muglia	Chief of Staff	Office of Rep. Perry
Darrin	Munoz	Chief of Staff	Office of Rep. Carey
Allison	Murphy	Chief of Staff	Office of Rep. Van Drew
Cullen	Murphy	Deputy Director of Floor Operations	Office of Speaker Johnson
Dennis	Nalls	Floor Director	Office of Majority Whip Emmer
Ben	Napier	Director of Floor Operations	Office of Majority Leader Scalise
Karen	Navarro	Chief of Staff	Office of Rep. De La Cruz
Casey	Nelson	Communications Director	Office of Majority Whip Emmer
Joe	Nicholson	Chief of Staff	Office of Rep. Ezell
Mary	Noonan	Chief of Staff	Office of Rep. Smith (NJ)
Corey	Norman	Chief of Staff	Office of Rep. Curtis
Anderson	Okoniewski	Operations Director	House Republican Conference
Jake	Olson	Chief of Staff	Office of Rep. Van Duyne
Matt	Orr	Chief of Staff	Office of Rep. Fry
Hillary	Parkinson	Chief of Staff	Office of Rep. Self
Nancy	Peele	Chief of Staff	Office of Rep. Westerman
Mehgan	Perez-Acosta	Chief of Staff	Office of Rep. Donalds
Brandon	Philllips	Chief of Staff	Office of Rep. Collins
Mark	Piland	Chief of Staff	Office of Rep. Norman
Mike	Platt	Staff Director	House Committee on Administration
Jared	Powell	Chief of Staff	Office of Rep. Lee
Marie	Price	Deputy Director of Member Services	House Republican Conference
Cesar	Prieto	Chief of Staff	Office of Rep. Gonzales (TX)

Sam	Pritchard	Chief of Staff	Office of Rep. Hinson
Jessica	Proud	Chief of Staff	Office of Rep. Langworthy
Nikki	Rapanos	Chief of Staff	Office of Rep. LaLota
Mark	Ratner	Chief of Staff	Office of Rep. Steil
Bart	Reising	Deputy Chief of Staff	Office of Majority Leader Scalise
Tim	Reitz	Executive Director	House Freedom Caucus
Andrew	Renteria	Chief of Staff	Office of Rep. Valadao
Mary Ellen	Richardson	Chief of Staff	Office of Rep. LaHood
Jim	Robertson	Deputy Chief of Staff	Office of Rep. Stefanik
Jamie	Robinette	Chief of Staff	Office of Rep. Bean
Shelbie	Rogers	Director of Operations	Office of Majority Whip Emmer
Jason	Rogers	General Counsel	Office of Majority Whip Emmer
Kerry	Rom	Deputy Communications Director for Message and Strategy	Office of Speaker Johnson
Mark	Roman	Staff Director	House Committee on Ways and Means
Mary	Rosado	Chief of Staff	Office of Rep. Barr
Susan	Ross	Staff Director	House Committee on Appropriations
Drew	Ross	Chief of Staff	Office of Rep. McCaul
Travis	Rowland	Chief of Staff	Office of Rep. Paulina-Luna
Steve	Ruhlen	Chief of Staff	Office of Rep. Granger
Zac	Rutherford	Chief of Staff	Office of Rep. Harshbarger
Lindsay	Ryan	Chief of Staff	Office of Rep. Moolenaar
Dan	Scharfenberger	Chief of Staff	Office of Rep. Kean
Eric	Schmitz	Director of Coalitions	Office of Speaker Johnson
Robert	Schroeder	Chief of Staff	Office of Rep. Nehls
Katherine	Sears	Chief of Staff	Office of Rep. Kiggans
Ellen	Seher	Director of Operations	Office of Majority Leader Scalise
Raj	Shah	Deputy Chief of Staff for Communications	Office of Speaker Johnson
Brendan	Shields	Staff Director	House Committee on Foreign Affairs

Bobby	Shringi	Chief of Staff	Office of Rep. Moylan
Jonah	Shumate	Chief of Staff	Office of Rep. Crawford
Stephen	Siao	Chief of Staff	Office of Rep. Green
Philip	Singleton	Chief of Staff	Office of Rep. McCormick
Kris	Skrzycki	Chief of Staff	Office of Rep. Murphy
Jeff	Small	Chief of Staff	Office of Rep. Boebert
Gregory	Smith	Chief of Staff	Office of Rep. Crane
William	Smith	Chief of Staff	Office of Rep. Palmer
David	Sours	Chief of Staff	Office of Rep. Ferguson
Mark	Spannagel	Chief of Staff	Office of Rep. LaMalfa
Brittan	Specht	Senior Counsel	Office of Speaker Johnson
Nick	Strader	Chief of Staff	Office of Rep. Bentz
AJ	Sugarman	Policy Advisor	Office of Majority Leader Scalise
Tim	Svoboda	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	Chief of Staff	Office of Rep. Fleischmann
Sophie	Trainor	Chief of Staff	Office of Rep. Guthrie
Catherine	Treadwell	Chief of Staff/General Counsel	Office of Rep. Mills
Claire	Trokey	Coalitions Coordinator	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
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
Ann	Vogel	Chief of Staff	Office of Rep. Luetkemeyer
Kyle	VonEnde	Chief of Staff	Office of Rep. McMorris-Rodgers

Jake	Vreeburg	Policy Director	House Republican Conference
Rachel	Wagley	Chief of Staff	Office of Rep. Moore (UT)
Beau	Walker	Chief of Staff	Office of Rep. Womack
Nikki	Wallace	Chief of Staff	Office of Rep. Simpson
Ruth	Ward	Chief of Staff	Office of Rep. Johnson (LA)
Mildred	Webber	Chief of Staff	Office of Rep. Babin
Zach	Weidlich	Chief of Staff	Office of Rep. Carl
Abigail	Wenk	Deputy Staff Director	House Committee on Transportation and Infrastructure
Bryan	Wheat	Chief of Staff	Office of Rep. Maloy
Trevor	Whetstone	Chief of Staff	Office of Rep. Rosendale
Connor	White	Chief of Staff	Office of Rep. Davidson
Todd	Whiteman	Chief of Staff	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
Annie	Wolf	Deputy Floor Director	Office of Majority Leader Scalise
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
Dominique	Yelinski	Policy Advisor	Office of Majority Leader Scalise
Dan	Ziegler	Policy Director	Office of Speaker Johnson

CONGRESSIONAL INSTITUTE

2024 CHIEFS OF STAFF CONFERENCE

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DRAFT AGENDA

With **Lead | Serve | Excel** *to guide our conversations, Chiefs of Staff will remember - and reignite - the "why" that led them to serve their Member, their Team, their Country through leading, managing and inspiring.*

SUNDAY, JUNE 16, 2024

11:00 am *(3.5 hour drive)*	**BUSES DEPART THE HILL** *Box lunches will be available*	S. Capitol St (Between Rayburn & Longworth)
2:30 pm	**BUSES ARRIVE AT THE MARRIOTT** 4201 Atlantic Avenue, Virginia Beach, VA 23451	Main Entrance Marriott
2:00 – 7:00 pm	**CONFERENCE REGISTRATION**	Ballroom Foyer Marriott 2nd Floor
2:00 – 6:30 pm	**LEAD | SERVE | EXCEL HOSPITALITY LOUNGE**	Guest Lounge Marriott 4th Floor
4:00 pm	**HOTEL CHECK-IN** *Attendee rooms are at three different hotels: the Marriott, the Embassy Suites, and the Cavalier. Guests please check-in at the lobby of your specific hotel.*	
6:30 – 9:30 pm	**DINNER: A SUMMER NIGHT ON THE LAWN**	Raleigh Room (Cavalier Outside)

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MONDAY, JUNE 17, 2024

8:00 – 9:00 am	**BREAKFAST ON THE BOARDWALK**	Lawn (Marriott Outside) Rain Site: Salon A-E
8:00 am – 7:00 pm	**CONGRESSIONAL INSTITUTE HELP DESK**	Marriott 2nd Floor
9:00 – 10:30 am	**LOOKOUT FOR YOUR PEOPLE, LEAD YOURSELF, LEAD YOUR TEAM: *LESSONS LEARNED ON THE BATTLEFIELD*** Former U.S. Navy Seal Carlos Mendez, Echelon Front	Salon A-E
10:30 – 11:30 am	**REMEMBERING WHY IT'S GOOD TO BE A CHIEF** TBA	Salon A-E
11:30 – 12:30 pm	**TURNING THE TIDE ON THE BRAIN DRAIN: *REIGNITING YOUR TEAM'S PASSION AND PURPOSE*** TBA	Salon A-E
12:30 – 1:30 pm	**CONGRESSIONAL INSTITUTE LUNCH** ***THE POWER OF SERVICE IN ACTION*** *with welcome remarks by* Kelle Strickland, President and CEO, Congressional Institute Brenda Becker, Chairwoman, Congressional Institute Board of Directors The Honorable Jen Kiggans, U.S. Representative for Virginia's Second Congressional District	Salon A-E
1:30 - 2:30 pm	**HOMEGROWN HARD WORK TO CHIEF OF THE COMMONWEALTH** The Honorable Glenn Youngkin, Governor of Virginia (invited) *A conversation with* The Honorable Jen Kiggans, U.S. Representative	
2:30 – 3:30 pm	**OOPS! AN ETHICS TABLE-TOP EXERCISE** Jo-Marie St. Martin, General Counsel to Former Speaker Boehner Elliot Berke, Berke Farah LLP Keelie Broom, House Ethics Committee	Salon A-E
3:30 – 7:00 pm	**BREAK (FOR YOUR OFFICIAL RESPONSIBILITIES)**	
7:00 – 9:00 pm	**A COASTAL RECEPTION & DINNER WITH FAMILY & FRIENDS**	Outdoor Grill (Between Marriott and Embassy Suites)

Lead | Serve | Excel

TUESDAY, JUNE 18, 2024

8:00 – 9:30 am	**BREAKFAST ON THE BOARDWALK**	Lawn (Marriott Outside) Rain Site: Salon A-E
8:00 am - 12:30 pm	**CONGRESSIONAL INSTITUTE HELP DESK**	Marriott 2nd Floor
9:30 - 10:30 am	**HOW TO TALK WITH THE PUBLIC WHEN THE PUBLIC HATES EVERYTHING** John McLaughlin, McLaughlin and Associates TBA, TBA	Salon A-E
10:30 - 11:30 am	**A VIEW FROM ISRAEL ~ LIVE!** IDF Veteran Ian Shulman, No Other Land Ari Sacher, U.S. Israel Education Association (invited) TBA, Jewish Institute for National Security of America (invited)	Salon A-E
11:00 am	**HOTEL CHECKOUT** *Guests should check out at their respective hotel lobbies.*	Hotel Lobby
11:30 am – 12:30 pm	**ASK US ANYTHING…** *Speak up… or stump the Leadership Chiefs with anonymous questions!* Hayden Haynes, Office of the Speaker Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference Moderator: Kelle Strickland, Congressional Institute	Salon A-E
12:30 pm	**CONFERENCE CONCLUDES**	
12:45 pm	**BUSES DEPART THE MARRIOTT** *Boxed lunches will be available.*	Main Entrance Marriott
4:30 pm	**BUSES ARRIVE ON THE HILL**	S. Capitol Street

CONGRESSIONALINSTITUTE

2024 CHIEFS OF STAFF CONFERENCE

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Agenda

With **Lead | Serve | Excel** *to guide our conversations, Chiefs of Staff will remember - and reignite - the "why" that led them to serve their Member, their Team, their Country through leading, managing and inspiring.*

SUNDAY, JUNE 16, 2024

11:00 am *(4-hour drive)*	**BUSES DEPART THE HILL** *Boxed lunches will be available*	S. Capitol St (Between Rayburn & Longworth)
3:00 pm	**BUSES ARRIVE AT THE MARRIOTT** *4201 Atlantic Avenue, Virginia Beach, VA 23451*	Main Entrance Marriott
2:00 – 7:00 pm	**CONFERENCE REGISTRATION**	Ballroom Foyer Marriott 2nd Floor
2:00 – 6:30 pm	**LEAD | SERVE | EXCEL HOSPITALITY LOUNGE**	Guest Lounge Marriott 4th Floor
4:00 pm	**HOTEL CHECK-IN** *Attendee rooms are at two different hotels: the Marriott and the Embassy Suites. Guests please check-in at the lobby of your specific hotel.*	
6:30 – 9:30 pm	**DINNER ON THE LAWN:** ***Drop It in the Hopper…Ideas and Conversations on Leadership, Service and Excellence*** Kelle Strickland, President and CEO, Congressional Institute	Raleigh Room (Cavalier Outside)

MONDAY, JUNE 17, 2024

7:30 – 9:00 am	**BREAKFAST ON THE BOARDWALK**	Lawn (Marriott Outside) Rain Site: Salon A-E
8:00 am – 7:00 pm	**CONGRESSIONAL INSTITUTE HELP DESK**	Marriott 2nd Floor
9:00 – 10:30 am	**LOOKOUT FOR YOUR PEOPLE, LEAD YOURSELF, LEAD YOUR TEAM:** ***Lessons Learned on the Battlefield*** Former U.S. Navy Seal Carlos Mendez, Echelon Front	Salon A-E
10:30 – 11:30 am	**REMEMBERING WHY IT'S GOOD TO BE A CHIEF** Barrett Karr, Former Personal Office & Leadership Chief, Silver Lake Lynnel Ruckert, Former Personal Office & Leadership Chief, Bold Strategies Steve Stombres, Former Personal Office & Leadership Chief, Harbinger Strategies *A conversation with Brett Horton, Office of the Majority Leader*	Salon A-E
11:30 am – 12:30 pm	**CLICKING AND CLASHING WITH GEN Z:** ***Managing Performance through Uncertainty*** David Stillman, GenGuru *A conversation with A.T. Johnston, Congressional Excellence Program Office, CAO*	Salon A-E
12:30 – 1:30 pm	**CONGRESSIONAL INSTITUTE LUNCH** ***The Power of Service In Action*** *with welcome remarks by* Kelle Strickland, President and CEO, Congressional Institute Brenda Becker, Chairwoman, Congressional Institute Board of Directors The Honorable Jen Kiggans, U.S. Representative for Virginia's Second Congressional District	Salon A-E
1:30 – 2:30 pm	**MAKING A DIFFERENCE, ACHIEVING GOALS, DEFINING SUCCESS AS A CHIEF:** ***Chiefs-Turned-CEOs Share Lessons Learned*** Susan Hirschmann, Former Personal Office & Leadership Chief, Williams and Jensen Bob Wood, Former HHS Chief, BGR Group *A conversation with Hayden Haynes, Office of the Speaker*	Salon A-E
2:30 – 3:30 pm	**FORKS** Ben Domenech, The Transom	Salon A-E
3:30 – 4:30 pm	**OOPS! AN ETHICS TABLE-TOP EXERCISE** Keelie Broom, House Ethics Committee Elliot Berke, Berke Farah LLP *A conversation with Jo-Marie St. Martin, Former General Counsel to Speaker Boehner*	Salon A-E

4:30 – 7:00 pm	**BREAK (FOR YOUR OFFICIAL RESPONSIBILITIES)**	
7:00 – 9:00 pm	**A COASTAL RECEPTION & DINNER WITH FAMILY & FRIENDS**	Outdoor Grill (Between Marriott and Embassy Suites) Rain Site: Salon A-E

TUESDAY, JUNE 18, 2024

Hotel checkout is at 11:00 am. Attendees may store luggage with the bellman if driving. Attendees riding the bus should bring their luggage to the Calloway Room on the 2nd floor of the Marriott. Buses will depart from the Embassy Suites Cul-de-Sac.

7:30 – 9:30 am	**BREAKFAST ON THE BOARDWALK**	Lawn (Marriott Outside) Rain Site: Salon A-E
8:00 am – 12:30 pm	**CONGRESSIONAL INSTITUTE HELP DESK**	Marriott 2nd Floor
9:30 – 10:30 am	**HOW TO TALK WITH THE PUBLIC WHEN THE PUBLIC HATES EVERYTHING** John McLaughlin, McLaughlin and Associates *A conversation with Cesar Gonzalez, Office of Rep. Mario Diaz-Balart*	Salon A-E
10:30 – 11:30 am	**THE VIEW FROM ISRAEL ~ LIVE!** Lt. Gen. Thomas Trask, Jewish Institute for National Security of America Ilan Shulman, No Other Land Ari Sacher, U.S. Israel Education Association *A conversation with Jeremy Deutsch, Capitol Venture*	Salon A-E
11:30 am – 12:30 pm	**ASK US ANYTHING…** *Speak up… or stump the Leadership Chiefs with anonymous questions!* Hayden Haynes, Office of the Speaker Brett Horton, Office of the Majority Leader Robert Boland, Office of the Majority Whip Patrick Hester, House Republican Conference Moderator: Kelle Strickland, Congressional Institute	Salon A-E
12:30 pm	**CONFERENCE CONCLUDES**	
12:45 pm	**BUSES DEPART THE MARRIOTT** *Boxed lunches will be available.*	Main Entrance Marriott
4:45 pm	**BUSES ARRIVE ON THE HILL**	S. Capitol Street

Report name: House Staff Attendance List for Ethics

First Name	Last Name	Institution
Emily	Ackerman	Office of Majority Whip Emmer
Rob	Adkerson	Office of Rep. Loudermilk
Alyssa	Anderson	Office of Rep. Ciscomani
Rebecca	Angelson	Office of Rep. Latta
Maggie	Ayrea	Office of Rep. Graves (LA)
Alison	Babb	Office of Speaker Johnson
Amanda	Baldwin	Office of Rep. Burgess
Mindy	Barry	Committee on Education and Labor
Megan	Bel Miller	Office of Rep. Scalise
Jennifer	Belair	House Committee on Rules
Joshua	Bell	Office of Rep. Estes
A. Brooke	Bennett	Office of Rep. Hill
Chris	Bien	Office of Speaker Johnson
Claire	Bienvenu	Office of Speaker Johnson
Jeff	Bishop	Office of Rep. Molinaro
Ali	Black	House Republican Conference
Alex	Blair	Office of Rep. Steube
Luke	Blanchat	Office of Rep. Hudson
Gabriella	Boffelli	Office of Rep. González-Colón
Robert	Boland	Office of Majority Whip Emmer
Alex	Bolton	Office of Rep. Malliotakis
Aaron	Bonnaure	Office of Chief Deputy Whip Reschenthaler
Hailey	Borden	Office of Majority Whip Emmer
Lorissa	Bounds	Office of Rep. Obernolte

Jen	Bradley	Office of Rep. Rutherford
Joshua	Bradley	Office of Rep. Moran
Francis	Brennan	House Republican Conference
Greg	Brooks	Office of Rep. Wenstrup
Keelie	Broom	House Committee on Ethics
Courtney	Butcher	Office of Speaker Johnson
John	Byers	Office of Rep. Pfluger
Aaron	Calkins	Office of Rep. Burlison
Ashley	Callen	Office of Speaker Johnson
Claire	Case	Office of Rep. Van Orden
Andrew	Christianson	Office of Rep. Johnson (SD)
Michael	Comer	Office of Majority Leader Scalise
Tim	Costa	Office of Rep. Meuser
Will	Courtney	Office of Rep. Kustoff
John	Crews	Office of Majority Leader Scalise
Kevin	Dawson	Office of Rep. Kelly (PA)
Corinne	Day	Office of Speaker Mike Johnson
Jordan	Dayer	Office of Speaker Johnson
James	Decker	Office of Rep. Griffith
Jackie	Del Bonis	Office of Majority Whip Emmer
Jordan	Downs	Office of Rep. Guest
Mark	Dreiling	Office of Rep. Bacon
Jake	Dumas	Office of Rep. Flood
Alyssa	Erdel	House Republican Conference
David	FitzSimmons	Office of Rep. Finstad
Ian	Foley	Office of Majority Whip Emmer
Cameron	Foster	Office of Rep. Hern
Sally	Fox	Office of Rep. Emmer
Hannah	Fraher	Office of Speaker Johnson

Garrett	Fultz	Office of Speaker Johnson
Sarah	Gilbert	Office of Rep. Dunn
Cesar	Gonzalez	Office of Rep. Diaz-Balart
Andrea	Grace	Office of Rep. Lawler
Jackson	Gross	Office of Rep. James
Andrew	Guernsey	Office of Majority Leader Scalise
Ashley	Gutwein	Office of Rep. Nunn
Madison	Hardimon	Office of Rep. Gimenez
Rachel	Harris	Office of Rep. Lesko
Taylor	Haulsee	Office of Speaker Johnson
Nick	Hawatmeh	Office of Rep. McClain
Hayden	Haynes	Office of Speaker Johnson
Patrick	Hester	House Republican Conference
Jake	Hilkin	Office of Majority Leader Scalise
Van	Hilleary	Office of Rep. Rose
Christopher	Hixon	House Committee on Judiciary
Lauren	Hodge	Office of Rep. Allen
Matt	Hodge	Office of Rep. Crenshaw
Robert	Holste	Office of Rep. Kiley
Brett	Horton	Office of Majority Leader Scalise
Michael	Hough	Office of Rep. Mooney
Adam	Howard	House Committee on Intelligence
Matt	Hutson	U.S. House or Representatives
Emily	Hytha	Office of Rep. Fischbach
Kyle	Jackson	Office of Rep. Bucshon
AT	Johnston	Congressional Excellence Program
Jon	Jones	Office of Rep. Brecheen
Rebecca	Keightley	Office of Rep. Calvert
Charlie	Keller	Office of Rep. Wagner

Karen	Kelly	Office of Rep. Rogers (KY)
Micah	Ketchel	Office of Rep. Waltz
Drew	Keyes	Office of Speaker Johnson
Carolyn	King	Office of Rep. Wittman
Joe	Knowles	Office of Rep. Fitzpatrick
Desiree	Koetzle	Office of Rep. Stauber
BJ	Koohmaraie	Office of Majority Leader Scalise
Kate	LaBorde	Office of Rep. Biggs
Bronwyn	Lance	Office of Rep. Edwards
John	Lanning	Office of Speaker Johnson
Tony	Lis	Office of Rep. Bergman
Lee	Lonsberry	Office of Rep. Owens
Michael	Lowry	Office of Rep. Aderholt
Chris	Maneval	Office of Majority Whip Emmer
Chris	Marklund	House Committee on Natural Resources
Michael	Martin	Office of Rep. Alford
Anna	McCormack	Office of Rep. Rouzer
Ryan	McCormack	Office of Rep. Fitzgerald
Meg	McGaughey	Office of Majority Leader Scalise
Ashley	Menzler	Office of Rep. Reschenthaler
Tyler	Menzler	Office of Rep. Miller-Meeks
Chad	Michaels	Office of Rep. Schweikert
Carson	Middleton	Office of Rep. Foxx
Patrick	Mocete	Office of Rep. Kim
Tom	Moran	Office of Rep. Salazar
Jeff	Morehouse	Office of Rep. Hudson
Cullen	Murphy	Office of Speaker Johnson
Dennis	Nalls	Office of Majority Whip Emmer
Ben	Napier	Office of Majority Leader Scalise

Karen	Navarro	Office of Rep. De La Cruz
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Anderson	Okoniewski	House Republican Conference
Matt	Orr	Office of Rep. Fry
Hillary	Parkinson	Office of Rep. Self
Mehgan	Perez-Acosta	Office of Rep. Donalds
Jared	Powell	Office of Rep. Lee
Marie	Price	House Republican Conference
Sam	Pritchard	Office of Rep. Hinson
Jessica	Proud	Office of Rep. Langworthy
Nikki	Rapanos	Office of Rep. LaLota
Bart	Reising	Office of Majority Leader Scalise
Jim	Robertson	Office of Rep. Stefanik
Jamie	Robinette	Office of Rep. Bean
Jason	Rogers	Office of Majority Whip Emmer
Shelbie	Rogers	Office of Majority Whip Emmer
Kerry	Rom	Office of Speaker Johnson
Mary	Rosado	Office of Rep. Barr
Zac	Rutherford	Office of Rep. Harshbarger
Lindsay	Ryan	Office of Rep. Moolenaar
Dan	Scharfenberger	Office of Rep. Kean
Eric	Schmitz	Office of Speaker Johnson
Robert	Schroeder	Office of Rep. Nehls
Katherine	Sears	Office of Rep. Kiggans
Ellen	Seher	Office of Majority Leader Scalise
Jonah	Shumate	Office of Rep. Crawford
Gregory	Smith	Office of Rep. Crane
David	Sours	Office of Rep. Ferguson
Tim	Svoboda	Office of Rep. Grothman

Heather	Swift	Office of Rep. Zinke
Claire	Trokey	Office of Majority Leader Scalise
Will	Turner	Office of Rep. Garcia
Ted	Verrill	Office of Rep. Letlow
Ann	Vogel	Office of Rep. Luetkemeyer
Kyle	VonEnde	Office of Rep. McMorris-Rodgers
Jake	Vreeburg	House Republican Conference
Rachel	Wagley	Office of Rep. Moore (UT)
Nikki	Wallace	Office of Rep. Simpson
Ruth	Ward	Office of Rep. Johnson (LA)
Zach	Weidlich	Office of Rep. Carl
Abigail	Wenk	House Committee on Transportation and Infrastructure
Connor	White	Office of Rep. Davidson
Jeanette	Whitener	Office of Rep. Weber
Dan	Ziegler	Office of Speaker Johnson