

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: Ty Sharp
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: _____ Return: _____
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington, DC Destination: Cambridge, MD Return City: Washington, DC
5. Sponsor(s), Who Paid for the Trip: Congressional Institute
6. Describe Meetings and Events Attended: Overview of Congressional scheduling and operations.
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:  Date: 08/23/2024

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: Marjorie Taylor Greene Date: 08/23/2024

Signature of Supervising Member: 

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): Cambridge, MD

3. Date of Departure: August 15, 2024 Date of Return: August 16, 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	\$0.00	\$230.79	\$98.00	\$301.95 Room Rental
Accompanying Family Member	n/a	n/a	n/a	n/a

6. All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment. Signify statement is true by checking box.

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

Signature:  Date: August 20, 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.

COMMITTEE ON ETHICS

TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.

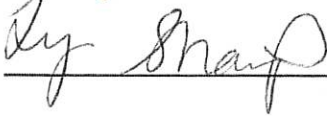
This form and any attachments may be submitted at 1015 Longworth House Office Building or travel.requests@mail.house.gov.

Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Ty Sharp

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

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

Signature: 

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Rep. Marjorie Taylor Greene

Office Address: 403 Cannon House Office Building, Washington, DC 20515

Telephone Number: 202.225.5211

Email Address of Contact Person: ty.sharp@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, and these forms are being submitted to the Committee less than 30 days before the trip departure date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

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

COMMITTEE ON ETHICS

TRAVELER FORM

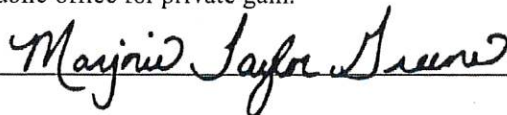
1. Name of Traveler: Ty Sharp
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Congressional Institute
3. City and State **OR** Foreign Country of Travel: Cambridge, MD
4. a. Date of Departure: August 15th Date of Return: August 16th
b. Yes No Will you be extending the trip at your personal expense?
If yes, list dates at personal expense: _____
5. a. Yes No Will you be accompanied by a family member at the sponsor's expense? **If yes:**
 - (1) Name of Accompanying Family Member: _____
 - (2) Relationship to Traveler: Spouse Child Other (specify): _____
 - (3) Yes No Accompanying Family Member is at least 18 years of age?
6. a. Yes No Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?
b. **If yes**, and you are requesting lodging for two nights, explain why the second night is warranted:

7. Yes No *Primary Trip Sponsor Form* is attached, including agenda, 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.**
My job title is Director of Operations/Scheduler. This trip will provide an in-depth overview on the day-to-day operations for Congressional Offices, and provide a variety of scheduling techniques from different perspectives.
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: _____



Date: 07.08.2024

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: August 15, 2024 Date of Return: August 16, 2024

7. a. City of departure: Washington, DC

b. Destination(s): Cambridge, MD

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 - \$54, Day 2 - \$44
 - 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: Hyatt Regency Chesapeake Bay City: Cambridge, MD Cost Per Night: \$194 +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:**

<input type="checkbox"/> Actual Amounts <input checked="" type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee	\$91	\$232	\$98
For each Accompanying Family Member	\$91	n/a	\$98


	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	\$466	Room Rental
For each Accompanying Family Member	\$466	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:  Date: 7/2/24
 Name: Kelle Strickland Title: President & CEO
 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.

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

August 14, 2024

Mr. Ty Sharp
Office of the Honorable Marjorie Taylor Greene
403 Cannon House Office Building
Washington, DC 20515

Dear Mr. Sharp:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 15 to 16, 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:mc



CONGRESSIONALINSTITUTE



2024 SCHEDULERS CONFERENCE

MASTERING THE PUZZLE

DRAFT AGENDA

THURSDAY, AUGUST 15, 2024

All conference sessions are located in the Chesapeake Ballroom.

9:30 am <i>(2- hour drive)</i>	WHEELS UP! ~ BUS DEPARTS CAPITOL HILL	S. Capitol St. (Between Rayburn and Longworth)
10:00 am – 6:30 pm	CONFERENCE REGISTRATION	Chesapeake Foyer
11:30 am	BUS ARRIVES AT THE HYATT CHESAPEAKE 100 Heron Blvd, US-50, Cambridge, MD 21613	
12:30 – 2:30 pm	PIZZA, PEOPLE & PUZZLE SOLVING: A RESOURCE FAIR <i>Your success requires solving a daily puzzle ~ but it's a puzzle with extra pieces ~ to fit in somewhere!</i>	Chesapeake Foyer
2:30 – 3:30 pm	WELCOME! FORMER “SUPER SCHEDULERS” ON HOW TO SURVIVE, GROW, AND SUCCEED	
3:30 – 4:30 pm	CUSTOMER SERVICE AND THE ART OF SAYING “NO” <i>Strengthening Relationships While Declining Requests (Even the Member's!)</i>	
4:00 pm	HOTEL CHECK IN	Hotel Lobby
4:30 – 6:30 pm	BREAK - FOR YOUR OFFICIAL DUTIES	
6:30 – 8:30 pm	CONGRESSIONAL INSTITUTE RECEPTION & DINNER ON THE BAY	Regatta Pavilion (outside)

FRIDAY, AUGUST 16, 2024

Hotel checkout is at 11:00 am. Attendees driving may store luggage with the bellman. Attendees riding the bus should bring their luggage to the Choptank Ballroom. Buses will depart from the lower-level entrance near the Choptank Ballroom.

7:30 – 8:00 am	START YOUR DAY ON THE RIGHT FOOT! (optional)	Hyatt Main Entrance
8:00 – 9:00 am	BREAKFAST	Michener's Library
9:00 – 10:00 am	STEPPING IT UP: MAKE THE SCHEDULING FUNCTION A KEY PLAYER IN ADVANCING A MEMBER'S COMMITTEE AGENDA	
10:00 – 11:00 am	OUT-ANTICIPATING THE LEG TEAM → WHAT OPS NEEDS TO KNOW ABOUT FLOOR AND COMMITTEE PROCEDURE	
11:00 – 11:15 am	BREAK - FOR YOUR OFFICIAL DUTIES	
11:15 am – 12:15 pm	TAKING IT TO THE NEXT LEVEL: GETTING INVOLVED IN YOUR MEMBER'S STRATEGIC GOAL PLANNING	
12:15 – 1:30 pm	LUNCH: CALMING THE CHAOS BOTH INSIDE AND OUT	Buffet, Chesapeake Foyer
1:30 – 2:00 pm	BREAK - FOR YOUR OFFICIAL DUTIES	
2:00 – 2:45 pm	SO THAT'S HOW YOU ORGANIZE SOMEONE ELSE'S LIFE: TABLE-TOP CONVERSATIONS ROUND ONE	
2:45 – 3:30 pm	SO THAT'S HOW YOU ORGANIZE SOMEONE ELSE'S LIFE: TABLE-TOP CONVERSATIONS ROUND TWO	
3:30 - 3:45 pm	WRAP UP & THANK YOU!	
4:00 pm	BUS DEPARTS FOR CAPITOL HILL	Conference Center Entrance (Lower Level)
6:00 pm <i>(2- hour drive)</i>	WHEELS DOWN! ~ BUS ARRIVES AT CAPITOL HILL	S. Capitol St (Between Rayburn and Longworth)

SCH2024 - Invited Hill Staff

First Name	Last Name	Institution	Job Title
Sara Brooks	Adams	Office of Rep. Scalise	Scheduler
Austen	Adcock	Select Committee on China	Director of Member Services and Operations
Ashley	Adkerson	Office of Rep. Loudermilk	Scheduler
Jude	Al-Himoud	Office of Rep. Hinson	Scheduler
Megan	Amen	Office of Rep. Wilson	Executive Assistant/Legislative Aide/Scheduler
Courtney	Anderson	Office of Rep. De La Cruz	Scheduler
Paola	Arellano	Office of Rep. Valadao	Director of Operations
Shields	Armstrong	Office of Rep. Kelly (MS)	Scheduler
Sophie	Attilis	Office of Rep. Griffith	Executive Assistant
Josie	Azar	Office of Rep. Schweikert	Scheduler
Zehra	Bakirdan	Office of Rep. LaHood	Scheduler
Amanda	Baldwin	Office of Rep. Burgess	Deputy Chief of Staff/Scheduler
Emma	Balkin	Office of Rep. Hudson	Scheduler
Courtney	Ballenger	Office of Rep. Graves (MO)	Scheduler
Molly	Bauhan	Office of Rep. Kelly (PA)	Director of Operations
Jennifer	Beil	Office of Rep. Guthrie	Director of Operations
Mary Morgan	Bell	Office of Rep. Palmer	Scheduler
Maria	Bello	Office of Rep. Moylan	Scheduler
Lili	Benzel	Office of Rep. Joyce (PA)	Operations Manager/Scheduler
Brandie	Berish	Office of Rep. Higgins	Director of Operations/Scheduler
Savannah	Berryman	Office of Rep. Hill	Scheduler
Claire	Blenvenu	Office of Speaker Johnson	Strategic Advisor to the Chief of Staff
Sarah	Bloomquist	House Committee on Budget	Professional Staff Member/Deputy Director of Member Services
Tiffany	Boguslawski	Office of Rep. Miller (OH)	Director of Operations/Press Secretarial

Erika	Bone	Office of Rep. Bost	Scheduler
Debra	Boutwell	Office of Rep. Guest	Director of Scheduling
Ansley	Boylan	Office of Rep. Bucshon	Director of Operations
Emery	Boylan	Office of Rep. Fitzpatrick	Deputy Chief of Staff/Scheduler
Eva	Brady	Office of Rep. Ferguson	Deputy Scheduler
Ryan	Brannigan	Office of Rep. D'Esposito	Scheduler
Alyssa	Bretan	House Committee on Budget	Executive Assistant/Member Service Coordinator
Melanie	Brewer	Office of Rep. Kelly (PA)	District Scheduler
Alexandra	Broughton	Office of Rep. Sessions	Director of Operations
Sarah	Brown	Office of Rep. Biggs	Scheduler
David	Brown	Office of Rep. Burlison	Scheduler
Maddie	Bruno	Office of Rep. Molinaro	Scheduler
Errical	Bryant	Office of Rep. Armstrong	Director of Operations
Tabetha	Bryant	House Committee on Education and Labor	Director of Office Operations
Madeline	Bryant	House Committee on Natural Resources	Director of Member Services
Charlotte	Bureau	Office of Rep. Timmons	Scheduler
Bradie	Burnett	Office of Rep. Weber	District Scheduler
Courtney	Buzzetti	Office of Rep. Crane	Operations Director/Scheduling Direc
Mike	Calcagni	House Committee on Intelligence	Deputy Staff Director
Christine	Callaghan	Office of Rep. Emmer	Scheduler
William	Campbell	Office of Rep. Moolenaar	District Staff Assistant/District Schedi
Corey	Capman	Office of Rep. Posey	Director of Operations/Scheduler
MeKenna	Carman	Office of Rep. DesJarlais	Scheduler
Genevieve	Carter	Office of Rep. Crenshaw	Director of Operations
Victoria	Cesaro	Office of Rep. Harris	Scheduler
Elizabeth	Chadwick	Office of Rep. Fitzgerald	Scheduler
Michelle	Chavez	Office of Rep. Moolenaar	Director of Operations/Executive Assi
Jinnie	Christensen	Office of Rep. Buchanan	Scheduler/Operations Manager

Elbia	Christensen	Office of Rep. Fulcher	Scheduler
Ruth	Clark	Office of Rep. Cammack	Scheduler
Anna Wallace	Clark	Office of Rep. Fry	Scheduler
Ilene	Clauson	House Committee on Natural Resources	Director of Operations
Karinne	Coberly	Office of Rep. Hern	Scheduler
Mark	Coffield	Office of Rep. Maloy	Director of Operations
Mallory	Cogar	House Committee on Oversight and Government Reform	Deputy Director of Operations and Ct Clerk
Caleb	Conaway	Office of Rep. Van Orden	Deputy Chief of Staff/Scheduler
Jackson	Conner	Office of Rep. Westerman	Director of Scheduling
Savannah	Coughlin	Office of Rep. LaMalfa	Scheduler
Brain	Cress	Office of Speaker Johnson	Director of Member Services
Maggie	Cronin	Office of Rep. Tiffany	District Scheduler
Hannah	Crossman	Office of Rep. Fallon	Director of Operations
Marjorie	Daily	Office of Rep. Hageman	Director of Operations
Madeline	Dawson	Office of Rep. Donalds	Director of Operations
Jordan	Dayar	House Republican Cloakroom	Floor Director
Kaleigh	DeGeldere	Office of Rep. Johnson (LA)	Deputy Director of Scheduling
Nancy	Dehlinger	Office of Rep. Radewagen	Executive Assistant
Jackie	Del Bonis	Office of Whip Emmer	Member Services Director
Megan	Deusenberry	Office of Rep. Lee	Director of Operations
Ellie	Dick	Office of Rep. Hunt	Scheduler
Edie	Doman	Office of Rep. Joyce (OH)	Scheduler/Legislative Assistant
Libby	Donahoo	Office of Rep. Murphy	Scheduler
Caroline	Donlon	House Committee on Rules	Clerk
Bailey	Edwards	Office of Rep. Mace	Scheduler
Alyssa	Erdel	House Republican Conference	Member Services Director
Alex	Erwin	Office of Rep. Graves (LA)	Director of Operations
Allie	Faircloth	Office of Rep. Luttrell	District Scheduler

Mary	Fatzinger	Office of Rep. Kiley	Director of Operations/Scheduler
Jennifer	Faulkner	Office of Rep. Cline	District Scheduler
Mary Kathryn	Fedorchak	Office of Rep. Williams (TX)	Director of Operations/Scheduler
Tim	Fitzgerald	House Committee on Agriculture	Member Services and Coalitions Coordinator
Ola	Foster	Office of Rep. Radewagen	Office Manager/Scheduler
Jessie	Frank	Office of Rep. Edwards	Scheduler & Executive Assistant
Mary	Galey	Office of Rep. Tiffany	Director of Operations
Brendon	Gallo	Office of Rep. Lesko	Deputy Chief of Staff
Pierson	Gammage	Office of Rep. Stefanik	Deputy Scheduler
Pierson	Gammage	House Republican Conference	Deputy Scheduler
Sara	Garcia	Office of Rep. Bice	Scheduler
Karalee	Geis	House Committee on Judiciary	Director of Outreach and Coalitions
Jayden	Gillman	Office of Rep. Turner	District Scheduler/Caseworker
Riley	Gobora	Office of Rep. Garcia	Scheduler
Estephania	Gongora	House Committee on Ways and Means	Director of Operations
Steve	Gonzalez	House Committee on Veterans Affairs	Member Services
Sydney	Greene	House Committee on Energy and Commerce	Director of Operations
Mariah	Greenlee	Office of Rep. Yakym	Director of Operations
Elana	Grenet	Office of Rep. Diaz-Balart	Director of Operations
Debra	Grogis	Office of Rep. Cole	Scheduler
Ella	Gunn	Office of the Speaker	Floor Assistant
Patricia	Guse	Office of Rep. Steil	Senior Advisor for Strategic Scheduling
Kelsey	Haberly	Office of Rep. Waltz	Executive Assistant/Legislative Correspondent
Rebecca	Hagigh	House Committee on Energy and Commerce	Executive Assistant
Trish	Hailoran	House Committee on Financial Services	Clerk
McKenna	Hamilton	Office of Rep. Boebert	Scheduler

Hailee
Courtney
Hilda
Michelle
Molly
Molly
Jenna
Taylor
Andrew
Sofia

Hampton
Handey
Harder
Harold
Harrington
Harris-Stevens
Hasz
Hawkins
Henthorn
Herring-Dolin

Lucy
Heather
Ally
Jake
Sydney
Kate
Avrie
Scout
Matt
Matt
Paula
Hannah
Hannah
Whitney
Kendall
Madeline

Herrington
Hess
Hibben
Hilkin
Hill
Hirzel
Hodges
Hodges
Hoffmann
Holsen
Huff
Hughes
Hussey
Hutson
Ivy
Jackson

Jackson

Office of Rep. Banks
Office of Rep. Crawford
Office of Rep. Rouzer
Office of Rep. Huizenga
Office of Rep. Pence
Office of Rep. Ellzey
Office of Rep. Gaetz
Office of Rep. Paulina-Luna
Office of Rep. Latta
House Committee on Appropriations

Office of Rep. Buck
Office of Rep. Griffith
Office of Rep. Bentz
Office of Leader Scalise
Office of Rep. Mooney
Office of Rep. LaLota
Office of Rep. Babin
Office of Rep. Wornack
House Committee on Financial Services
Office of Rep. Steil
Office of Rep. Kean
Office of Rep. Thompson
Office of Rep. Kustoff
Office of Rep. Burchett
Office of Rep. Weber
Office of Rep. Barr

Office of Rep. Williams (NY)

Director of Operations
Scheduler
Scheduler
Scheduler
Director of Operations
Deputy Chief of Staff
Director of Operations
Scheduler
Scheduler
Deputy Director of Operations and Member Services
Scheduler
District Scheduler
Director of Operations & Scheduling
Deputy Director for Member Services
Scheduler
Director of Operations/Scheduler
Scheduler
Scheduler
Staff Director
Director of District Operations
Director of Operations/Scheduler
Director of Operations
Scheduler
Operations Manager
Director of Operations and Scheduling
Director of Operations and Member Services
Scheduler

Susanna

Dylan	Jacobs	Office of Rep. McHenry	Director of Operations
Kayla	Jahns	Office of Rep. Grothman	DC Scheduler
Hannah	Jahreis	Office of Rep. Langworthy	Director of Operations
Michele	Jarvis	Office of Rep. Fulcher	District Scheduler
Auburn	Jeffries	Office of Rep. Bean	Scheduler
Alyssa	Jennings	Office of Rep. Baird	Director of Operations
Meagan	Jennings	Office of Rep. Cline	Scheduler
Jamie	Johnson	Office of Rep. Carter (GA)	Scheduler
Emily	Jolley	Office of Rep. Miller-Meeks	Scheduler
Sara Catherine	Joseph	House Committee on Homeland Security	Director of Operations
Ashlyn	Kammerlocher	Office of Rep. Finstad	Scheduler
Josie	Kavanagh	Office of Rep. Foxx	Scheduler
Alex	Keledjian	Office of Rep. Kim	Director of Operations
Alyson	Kerr	Office of Rep. Van Drew	DC Scheduler
JD	Key	Office of Rep. Granger	Scheduler/Operations
Kathryn	King	House Committee on Intelligence	Clerk
Emily	King	House Committee on Energy and Commerce	Director of Member Services
Elen	Kizik	Office of Rep. Spartz	Scheduler
Allie	Kotsovos	House Committee on Ways and Means	Director of Member Services
Carol	Kresse	Office of Rep. Moore (UT)	Scheduler
Cindy	Kunes	Office of Rep. Thompson	District Scheduler
Kelley	Kurtz	Office of Rep. Rogers (KY)	Scheduler
Denise	Lambert	Office of Rep. Burchett	Scheduler and Finance Director
James	Langnes	Office of Speaker Johnson	Special Advisor
John	Lanning	Office of Speaker Johnson	Member Services Coordinator
Madison	Larrieu	House Committee on Science, Space and Technology	Staff Assistant
Noah	Larsen	Office of Rep. Tenney	Scheduler

Kathryn	Latona	Office of Rep. Smith (NJ)	Scheduler
Holly	Lay	Office of Rep. Harshbarger	Director of Operations
Ashley	Lebda	Office of Rep. Fong	Scheduler
Rachel	Lepine	Office of Rep. Edwards	District Operations Manager
Alexandra	Lightfoot	House Committee on Homeland Security	Director of Member Services
Lisette	Linares	Office of Rep. James	Scheduler
Sally	Lindsay	Office of Rep. Issa	Scheduler
Ian	Linnabary	Office of Rep. Curtis	Scheduler
Georgie	Littlefair	House Committee on Education and Labor	Clerk
Alexis	Litrell	Office of Rep. Ezell	Director of Operations
Alana	Lomis	Office of Rep. McCaul	Scheduler
Carolyn	Lowrance	Office of Rep. Stauber	Deputy Chief of Staff
Sophie	Machalec	Office of Rep. Norman	Scheduler/Legislative Assistant
Dani	Madda	Office of Rep. Cloud	Director of Operations
Kaitlin	Makuski	Office of Speaker Johnson	Coalitions Coordinator
Annie	Martinez	Office of Rep. LaTurner	Scheduler
Caty	Matthews	Office of Rep. Fleischmann	Director of Operations
Thomas	McAllister	Office of Rep. Duncan	Director of Operations
Athena	McAllister	Office of Rep. Newhouse	Scheduler
Meg	McCann	Office of Interparliamentary Affairs	Deputy Interparliamentary Affairs Dire
Ellie	McGowan	House Committee on Oversight and Government Reform	Administrative Clerk
Shelby	McKee	Office of Rep. Flood	Director of Operations/Scheduler
Laura	McNally	Office of Rep. Garbarino	District Scheduler/Caseworker
Tyler	Micheletti	House Committee on Transportation and Infrastructure	Director of Operations
Nicolle	Miranda	Office of Rep. Wittman	Director of Operations
Nathanael	Monroe	Office of Rep. Johnson (SD)	Scheduler
Kyler	Mooney	Office of Rep. Nehls	Scheduler

Mia	Office of Rep. Steel	Scheduler
Maiu	Office of Rep. Miller (WV)	Director of Operations/Scheduler (Ac)
Marissa Caldwell	House Committee on Administration	Deputy Director of Member Services
Jolyn	Office of Rep. Dunn	Scheduler
Johannah	Office of Rep. Calvert	District Director
Brianna	Office of Rep. Calvert	Director of Operations
Brianna	Office of Rep. Houchin	Scheduler
Abby	Office of Rep. Houchin	Scheduler
David	Office of Rep. Davidson	Scheduler
Madison	Office of Rep. Reschenthaler	Director of Operations
Anderson	Office of Rep. Elzey	Scheduler
Brooke	House Republican Conference	Director of Operations/Scheduler
Sabrina	Office of Rep. Pfluger	Director of Operations
Leslie	Office of Rep. Cole	Director of Operations/Scheduler
Maritza	House Committee on Transportation and Infrastructure	Director of Member Services and Coe
Annie	Office of Rep. Gimenez	Scheduler
Krista	Office of Rep. Ciscomani	Deputy Scheduler
LeeAnn	Office of Rep. Johnson (LA)	Director of Operations
Lauren	Office of Rep. Collins	Scheduler
Sage	Office of Rep. Owens	Director of Operations
Ashley Tyler	House Committee on Science, Space and Technology	Chief Clerk
Marie	Office of Rep. Lawler	Director of Operations/Scheduler
Robert	House Committee on Ways and Means	Operations Assistant
Marie	Office of Rep. Wenstrup	Director of Operations
Wendi	Office of Rep. Lamborn	Scheduler
	House Republican Conference	Deputy Director of Member Services
	House Committee on Science, Space and Technology	Director of Operations

Lauren
Bernadette
Marshall
Lindsay
Sydney
Shelbie
Jake
Joseph
Juan
Sydney
Angela
Rachel

Jessica
Hallee
Mattie
Kalyn
Ellen
Howard
Nicole
Lindsey
Ty
Lizz
Chandler
Jack
Lucy
Darbey
Jackie
Peyton

Radford
Reilly
Richardson
Roberts
Robinson
Rogers
Ronan
Rosenwinkel
Ruiz
Russell
Ryan
Sakrisson

Santos
Sarkisian
Schmidt
Schroeder
Seher
Senior
Serravillo
Shackelford
Sharp
Shavers
Shields
Silbert
Simons
Sinklier
Slambrook
Smith

Office of Rep. Simpson
Office of Rep. Brecheen
Office of Rep. Self
Office of Rep. Clyde
Office of Rep. Mann
Office of Whip Emmer
Office of Rep. McClain
Office of Rep. Gonzales
Office of Rep. González-Colón
Office of Rep. Carl
Office of Rep. Turner
House Committee on Transportation and Infrastructure
Office of Rep. Arrington
House Committee on Veterans Affairs
Office of Rep. Amodei
Office of Rep. Obernolte
Office of Leader Scalise
Office of Rep. Salazar
Office of Rep. Garbarino
House Committee on Financial Services
Office of Rep. Greene
Office of Rep. Steube
Office of Rep. Strong
Office of Rep. Carter (TX)
Office of Rep. Carey
Office of Rep. Luttrell
Office of Rep. Scott
Office of Rep. Chavez-DeRemer

Director of Operations/Executive Assi
Scheduler
Scheduler
Scheduler
Scheduler
Director of Operations
Director of Operations/Scheduling
Scheduler
Scheduler/Legislative Aide
Scheduler
Director of Operations/Scheduling
Operations Manager

Scheduler
Assistant Clerk and Opps
Scheduler
Scheduler
Director of Operations
Scheduler
Scheduler
Director of Operations
Director of Operations/Scheduler
Scheduler
Deputy Chief of Staff/Scheduler
Scheduler/Staff Assistant
Scheduler
Scheduler
Scheduler
Scheduler and Director of Operations

Brandon	Smith	Office of Rep. Estes	Director of Operations
Glenn	Smith	Office of Rep. Lucas	Scheduler
Emily Ann	Smith	Office of Rep. Wagner	Scheduler
Brittany	Smith	Office of Speaker Johnson	Scheduler
Jamin	Smith	Office of Rep. Smith (NE)	Scheduler
Kristen	Sonderegger	Office of Rep. Kiggans	Director of Operations
Ashley	Spady	Office of Rep. Zinke	Scheduler
Carole Anne	Spohn	Office of Rep. Rutherford	Director of Operations
Marshall	Stallings	Office of Rep. Smith (MO)	Scheduler
Mario	Starace	Office of Rep. Duncan	Office Manager/District Scheduler
Leah	Stephenson	Office of Rep. Aderholt	Scheduler/Administrative Coordinator
Laura	Steven	Office of Rep. Feenstra	Scheduler
Elle	Stevens	Office of Rep. Alford	Scheduler
Anna	Stutz	Office of Rep. Letlow	Scheduler
Emma	Summers	Office of Rep. Jordan	Scheduler/Director of Operations
Katharine	Tate	Office of Rep. Franklin	Director of Operations/Scheduler
Kaitlin	Taylor	Office of Rep. Rose	Director of Operations
Julie	Tensen	Office of Rep. Simpson	Scheduler/Office Manager
Maggie	Thraikill	Office of Rep. Moore (AL)	Director of Operations/Scheduler
Brenan	Tjelmeland	House Committee on Appropriations	Director of Operations
Katie	Tomko	Office of Rep. Balderson	Scheduler/Director of Operations
Marcus	Towns	House Committee on Foreign Affairs	Member Services Director
Madison	Tragesser	Office of Rep. Mast	Director of Operations
Jacqueline	Tran	Office of Rep. McCormick	Director of Operations
Eleanor	Traynham	Office of Rep. Fischbach	Senior Legislative Advisor
Julia	Trent	House Committee on Veterans Affairs	Chief Clerk and Opps
Grace	Tricomi	House Committee on Financial Services	Deputy Director of Member Services
Courtney	Trigg	Office of Rep. Meuser	Director of Operations/Scheduler
Mary	Troutman	Office of Rep. Massie	Office Manager/District Scheduler

Katie	Truitt	Office of Rep. Roy	Director of Operations
Emily	Tuttle-Millard	Office of Rep. Nunn	Director of Communications and Operations
Jason	Tyler	Office of Rep. Comer	Director of Operations
Sophia	Varnasidis	House Committee on Natural Resources	Director of Legislative Operations
Jack	Vaughn	Office of Rep. Green	Scheduler
Emma	VerHage	House Committee on Small Business	Scheduler
Esmeralda	Villanueva	Office of Rep. Ogles	Scheduler
Luke	Villarreal	Office of Rep. Van Duyn	Scheduler
Ashlee	Vinyard	House Committee on Oversight and Government Reform	Director of Operations
Bronti	Viskovich	Office of Rep. Rogers (AL)	Director of Operations
William	Wadsworth	Office of Rep. Miller (IL)	Deputy Chief of Staff/Scheduler
Jack	Waguespack	Office of Rep. Duarte	Scheduler/Operations Director
Sara	Wajda	Office of Rep. Bacon	District Scheduler
Luke	Wallwork	House Committee on Small Business	Member Services/Coalitions Director
Bailey	Ware	Office of Rep. Bilirakis	Scheduler/Press Aide
Victoria	Warner	Office of Rep. Good	Scheduler
Courtney	Watson	Office of Rep. Malliotakis	Scheduler
Amy	Wells	Office of Rep. McMorris Rodgers	Scheduler
Natali	Werner	Office of Rep. Webster	Scheduler
Gabi	Westphal	Office of Rep. Steil	Scheduler
Sydney	Westwick	House Committee on Budget	Staff Assistant
Heath	Wheat	Office of Rep. Allen	Deputy Chief of Staff/Scheduler
Carol	Wiest	Office of Rep. Perry	Director of Operations
Maura	Williams	House Committee on Education and Labor	Operations Manager
Jordan	Wilson	Committee on House Administration	Director of Member Services
Kate	Wolters	Office of Interparliamentary Affairs	Director
Taryn	Woody	House Committee on Armed Services	Director of Member Services
Ella	Yates	House Committee on Judiciary	Senior Advisor/Director of External

Thomas
Ashley
Kathy

Young
Zecca
Zhu

Office of Rep. McClintock
Office of Rep. Walberg
Office of Rep. Jackson

Relations
Director of Operations/Scheduler
Scheduler/Executive Assistant
Director of Operations



CONGRESSIONALINSTITUTE



2024 SCHEDULERS CONFERENCE

MASTERING THE PUZZLE

AGENDA

THURSDAY, AUGUST 15, 2024

All conference sessions are located in the Choptank Ballroom.

- | | | |
|-----------------------------------|---|---|
| 9:30 am
<i>(2- hour drive)</i> | WHEELS UP! ~ BUS DEPARTS CAPITOL HILL | S. Capitol St.
(Between Rayburn and Longworth) |
| 10:00 am – 6:30 pm | CONFERENCE REGISTRATION | Choptank Foyer |
| 11:30 am | BUSES ARRIVE AT THE HYATT CHESAPEAKE
100 Heron Blvd, US-50, Cambridge, MD 21613 | |
| 12:30 – 2:30 pm | PIZZA, PEOPLE & PUZZLE SOLVING: A RESOURCE FAIR
<i>Your success requires solving a daily puzzle ~ but it's a puzzle with extra pieces ~ to fit in somewhere! Meet your fellow Schedulers and reps of these organizations to learn more about available resources that can help you solve your daily Ops Puzzle:</i> | Chesapeake Ballroom |
- Get to know your Leadership colleagues:
 - Solve your puzzle with the Speaker's team
 - Grab a sweet treat from the Leader's office
 - Find the missing pieces with the Whip's office
 - See how the Republican Conference puts the big-picture pieces together
 - Get your boss a great seat: Meet some of your Airlines customer service reps
 - AI, HouseCal, search engines and cybersecurity: See how the latest tech tools will make your life easier, with Microsoft, Google, and the CAO House Digital Service
 - Chat with CHA: Meet the folks who are always ready to help you!
 - Control the Country's purse strings with the Appropriations Committee

- 2:30 – 3:30 pm **WELCOME!**
Kelle Strickland, President and CEO, Congressional Institute
- FORMER “SUPER SCHEDULERS” SHARE HOW TO SURVIVE,
GROW, AND SUCCEED**
Tyler Cianciotti, former House Scheduler, American Petroleum Institute
Abbie Sumbrum, former House Director of Operations, Rumble
*A conversation with Jordan Wilson, former House Director of Operations, Director of
Member Services, Committee on House Administration*
- 3:30 – 4:30 pm **CUSTOMER SERVICE AND THE ART OF SAYING “NO”**
Strengthening Relationships While Declining Requests (Even the Member’s!)
Ted Daniel, Senior Advisor, Protocol and Chamber Operations, Sergeant at Arms
**Ashley Gunn, former Senior Director of Cabinet Affairs for the Trump
Administration, Miller Strategies**
Joyce Meyer, former Senior Advisor to Speaker Paul Ryan
A conversation with Kelle Strickland, President and CEO, Congressional Institute
- 4:00 – 5:00 pm **HOTEL KEY PICK UP** Chesapeake Foyer
- 4:30 – 6:30 pm **BREAK - FOR YOUR OFFICIAL DUTIES**
- 6:30 – 8:30 pm **LET’S CELEBRATE YOU! ~ A DINNER BY THE RIVER** Regatta Pavilion
(outside)
Rain Site: Chesapeake Ballroom

FRIDAY, AUGUST 16, 2024

Hotel checkout is at 11:00 am. Attendees driving may store luggage with the bellman. Attendees riding the bus should bring their luggage to the Chesapeake Ballroom. Buses will depart from the lower-level entrance near the Choptank Ballroom.

- 7:30 – 8:00 am **START YOUR DAY ON THE RIGHT FOOT!!** (optional) Hyatt Main Entrance
Join your fellow schedulers for this optional stroll. Enjoy the Choptank River, meet your colleagues, chat about joys and struggles, and get your steps in... all before breakfast.
- 8:00 – 9:00 am **BREAKFAST** Michener's Library
- 8:00 – 3:15 pm **CONGRESSIONAL INSTITUTE HELP DESK** Choptank Foyer

- 9:00 – 10:00 am **STEPPING IT ↑ MAKE THE SCHEDULING FUNCTION A KEY PLAYER IN ADVANCING A MEMBER'S COMMITTEE AGENDA**
 Sofia Jones, Deputy Director of Operations and Member Services, Appropriations Committee
 Jennifer Beil, Director of Operations, Rep. Brett Guthrie
 Alyssa Erdel, Director of Members Services, House Republican Conference
A conversation with Mike Bloomquist, former House Committee Staff Director, ExxonMobil
- 10:00 – 11:00 am **OUT-ANTICIPATING THE LEG TEAM → WHAT OPS NEEDS TO KNOW ABOUT FLOOR AND COMMITTEE PROCEDURE**
 Jordan Dayer, Cloakroom Director, Office of the Speaker
 Justin Shockey, Floor Assistant, Office of the Majority Whip
 Karalee Geis, former House Scheduler, Director of Coalitions and Outreach, Judiciary Committee
A conversation with Anne Bradbury, former Floor Director, Speakers Ryan and Boehner, Congressional Institute Board of Directors
- 11:00 – 11:15 am **BREAK - FOR YOUR OFFICIAL DUTIES**
- 11:15 am – 12:15 pm **TAKE IT TO THE NEXT LEVEL: WHAT CAN I DO TO GET INVOLVED IN MY MEMBER'S STRATEGIC GOAL PLANNING?**
 Richard Eddings, former Senate Deputy Chief of Staff, Husch Blackwell Strategies
 Nancy Pack Williamson, former House Deputy Chief of Staff, Executive Assistant to former Rep. Will Hurd
 Mildred Webber, Interim Chief of Staff, Rep. Brian Babin
A conversation with John Byers, Chief of Staff, Rep. August Pfluger
- 12:15 – 1:30 pm **LUNCH AND FINDING STRESS RESILIENCE... EMPOWERING YOU AND YOUR WELLNESS** Buffet, Choptank Foyer
 Kelle Strickland, President and CEO, Congressional Institute
 Adrien Cotton, former House Communications Director, Wellness Expert
- 1:30 – 1:45 pm **BREAK**
- 1:45 – 2:15 pm **... SO THAT'S HOW YOU ORGANIZE SOMEONE ELSE'S LIFE. SKILLS BUILDING CONVERSATIONS - ROUND 1**
 How to Successfully Ask for a Raise or Promotion
 - Group 1 led by Kelle Strickland, Congressional Institute
 - Group 2 led by Mildred Webber, Office of Rep. Brian Babin
 Drafting Effective Communications in the Ops World
 - Group 1 led by Katharine Tate, Office of Rep. Scott Franklin
 - Group 2 led by Jen Beil, Office of Rep. Brett Guthrie
 Managing the Overly Involved
 - Led by Maggie Thrailkill, Office of Rep. Barry Moore
 Managing the Uninvolved
 - Led by Hannah Cooke, American Exploration and Production Council

How to Get What I Need from Team Members More Senior Than Me

- Led by Carol Kresse, Office of Rep. Blake Moore

What the Heck Do My Chief and LD Do All Day?

- Led by John Byers, Office of Rep. August Pfluger

I'm a Seasoned Scheduler

- Led by Richard Eddings, former Senate Deputy Chief of Staff, Husch Blackwell Strategies

Best Practices for Working with the District Director

- Led by Emily Ann Smith, Office of Rep. Ann Wagner

2:15 – 2:45 pm

... **SO THAT'S HOW YOU ORGANIZE SOMEONE ELSE'S LIFE.**

SKILLS BUILDING CONVERSATIONS - ROUND 2

How to Successfully Ask for a Raise or Promotion

- Group 1 led by Kelle Strickland, Congressional Institute
- Group 2 led by Mildred Webber, Office of Rep. Brian Babin

Drafting Effective Communications in the Ops World

- Group 1 led by Katharine Tate, Office of Rep. Scott Franklin
- Group 2 led by Jen Beil, Office of Rep. Brett Guthrie

Managing the Overly Involved

- Led by Maggie Thraikill, Office of Rep. Barry Moore

Managing the Uninvolved

- Led by Hannah Cooke, American Exploration and Production Council

How to Get What I Need from Team Members More Senior Than Me

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What the Heck Do My Chief and LD Do All Day?

- Led by John Byers, Office of Rep. August Pfluger

I'm a Seasoned Scheduler

- Led by Richard Eddings, former Senate Deputy Chief of Staff, Husch Blackwell Strategies

Best Practices for Working with the District Director

- Led by Emily Ann Smith, Office of Rep. Ann Wagner

2:45 – 3:00 pm

WRAP UP & THANK YOU!

Kelle Strickland, President and CEO, Congressional Institute

3:15 pm

BUSES DEPART FOR CAPITOL HILL

Conference Entrance

(Lower Level)

5:15 pm

WHEELS DOWN! ~ BUSES ARRIVE AT CAPITOL HILL

S. Capitol St

(2- hour drive)

(Between Rayburn and Longworth)

Report name: House Staff Attendance List for Ethics
Report date: 08/19/2024
Event name: 2024 Schedulers Conference
Total records: 107 records

First Name	Last Name	Institution	Job Title
Paola	Arellano	Office of Rep. Valadao	Director of Operations
Sophie	Attilis	Office of Rep. Griffith	Executive Assistant
Josie	Azar	Office of Rep. Schweikert	Scheduler
Zehra	Bakirdan	Office of Rep. LaHood	Scheduler
Emma	Balkin	Office of Rep. Hudson	Scheduler
Jennifer	Beil	Office of Rep. Guthrie	Director of Operations
Maria	Bello	Office of Rep. Moylan	Director of Operations
Savannah	Berryman	Office of Rep. Hill	Scheduler
Sarah	Bloomquist	House Committee on Budget	Deputy Member Services Director
Erika	Bone	Office of Rep. Bost	Scheduler
Ansley	Boylan	Office of Rep. Bucshon	Director of Operations
Eva	Brady	Office of Rep. Ferguson	Deputy Scheduler
Ryan	Brannigan	Office of Rep. D'Esposito	Scheduler
Alyssa	Bretan	House Committee on Budget	Member Services Coordinator/Executive Assistant
Alexandra	Broughton	Office of Rep. Sessions	Executive Assistant
Sarah	Brown	Office of Rep. Biggs	Scheduler
Maddie	Bruno	Office of Rep. Molinaro	Scheduler
William	Campbell	Office of Rep. Moolenaar	District Staff Assistant/District Scheduler
Victoria	Cesaro	Office of Rep. Harris	Scheduler
Elizabeth	Chadwick	Office of Rep. Fitzgerald	Scheduler
Ruth	Clark	Office of Rep. Cammack	Director of Operations
Karinne	Coberly	Office of Rep. Hern	Scheduler
Jackson	Conner	Office of Rep. Westerman	Director of Scheduling
Savannah	Coughlin	Office of Rep. LaMalfa	Scheduler

Brian	Cress	Office of Speaker Johnson	Deputy Director of Member Services
Hannah	Crossman	Office of Rep. Fallon	Operations Director
Jordan	Daye	House Republican Cloakroom	Floor Director
Megan	Deusenberry	Office of Rep. Lee	Deputy Chief of Staff
Logan	Dobbins	House Republican Conference	Staff Assistant
Maggie	Elmore	Office of Rep. Crane	Deputy Scheduler
Alyssa	Erdel	House Republican Conference	Member Services Director
Ola	Foster	Office of Rep. Radewagen	District Scheduler
Pierson	Gammage	House Republican Conference	Deputy Scheduler
Sara	Garcia	Office of Rep. Bice	Scheduler
Riley	Gobora	Office of Rep. Garcia	Scheduler
Mariah	Greenlee	Office of Rep. Yakym	Director of Operations
Ella	Gunn	Office of Speaker Johnson	Floor Assistant
Michelle	Harold	Office of Rep. Huizenga	Scheduler
Andrew	Henthorn	Office of Rep. Latta	Scheduler
Ally	Hibben	Office of Rep. Bentz	Deputy Chief of Staff
Sydney	Hill	Office of Rep. Mooney	Scheduler
Scout	Hodges	Office of Rep. Womack	Director of Operations
Hannah	Hughes	Office of Rep. Thompson	Director of Operations
Kendall	Ivy	Office of Rep. Weber	Director of Operations
Hannah	Jahreis	Office of Rep. Langworthy	Director of Operations
Auburn	Jeffries	Office of Rep. Bean	Scheduler
Meagan	Jennings	Office of Rep. Cline	Scheduler
Sofia	Jones (Herring)	House Committee on Appropriations	Deputy Director of Operations and Me Services
Carol	Kresse	Office of Rep. Moore (UT)	Scheduler
James	Langnes	Office of Speaker Johnson	Special Advisor
John	Lanning	Office of Speaker Johnson	Member Services Coordinator
Madison	Larrieu	House Committee on Science, Space and	Staff Assistant

Noah	Technology	
Holly	Office of Rep. Tenney	Scheduler
Lisette	Office of Rep. Harshbarger	Director of Operations
Georgie	Office of Rep. James	Scheduler
Alexis	House Committee on Education and Labor	Clerk
Carolyn	Office of Rep. Ezell	Director of Operations
Sophie	Office of Rep. Stauber	Deputy Chief of Staff, Operations
Dani	Office of Rep. Norman	Scheduler
Kaitlin	Office of Rep. Cloud	Director of Operations
Annie	Office of Speaker Johnson	Coalitions Coordinator
Caty	Office of Rep. LaTurner	Director of Operations
Ellie	Office of Rep. Fleischmann	Director of Operations
	House Committee on Oversight and Government Reform	Staff Assistant and Administrative Clerk
Shelby	Office of Rep. Flood	Director of Operations/Scheduler
Nicolle	Office of Rep. Wittman	Director of Operations
Nathanael	Office of Rep. Johnson (SD)	Scheduler
Mia	Office of Rep. Steel	Scheduler
Matu	Office of Rep. Miller (WV)	Scheduler
Marissa	House Committee on Administration	Deputy Director of Member Services
Caldwell	Office of Rep. Dunn	Scheduler
Johannah	Office of Rep. Calvert	Director of Operations
Brianna	Office of Rep. Houchin	Deputy Chief of Staff for Operations
Brooke	Office of Rep. Pfluger	Deputy Chief of Staff
Robert	Office of Rep. Lamborn	Scheduler
Marie	House Republican Conference	Deputy Director of Member Services
Bernadette	Office of Rep. Brecheen	Scheduler
Marshall	Office of Rep. Self	Scheduler
Lindsay	Office of Rep. Clyde	Scheduler

Sydney
Joseph
Sydney
Angela
Jessica
Kalya
Howard
Nicole
Ty
Jack
Lucy
Darbey
Glenn
Kristen
Anna
Katharine
Maggie
Katie
Marcus
Madison
Courtney
Jackie
Esmeralda
Jack
Gabi
Sydney
Maura
Jordan

Robinson
Rosenwinkel
Russell
Ryan
Santos
Schroeder
Senior
Serravillo
Sharp
Silbert
Simons
Sinkler
Smith
Sonderegger
Stutz
Tate
Thraillkill
Tomko
Towns
Tragesser
Trigg
Van Slambrook
Villanueva
Waguespack
Westphal
Westwick
Williams
Wilson

Office of Rep. Mann
Office of Rep. Gonzales
Office of Rep. Carl
Office of Rep. Turner
Office of Rep. Arrington
Office of Rep. Obernolte
Office of Rep. Salazar
Office of Rep. Garbarino
Office of Rep. Greene
Office of Rep. Carter (TX)
Office of Rep. Carey
Office of Rep. Luttrell
Office of Rep. Lucas
Office of Rep. Kiggans
Office of Rep. Letlow
Office of Rep. Franklin
Office of Rep. Moore (AL)
Office of Rep. Balderson
House Committee on Foreign Affairs
Office of Rep. Mast
Office of Rep. Meuser
Office of Rep. Scott
Office of Rep. Ogles
Office of Rep. Duarte
Office of Rep. Steil
House Committee on Budget
House Committee on Education and Labor
House Committee on Administration

Operations Director
Scheduler
Scheduler
Senior Advisor and Director of Operati
Director of Operations
Director of Operations
Scheduler
Scheduler
Director of Operations
Scheduler
Schedule
Scheduler
Scheduler
Director of Operations
Scheduler
Deputy Chief of Staff, Operations
Director of Scheduling
Director of Operations
Member Services Director
Director of Operations
Director of Operations
Scheduler
Scheduler
Scheduler/Operations Director
Scheduler
Staff Assistant/Scheduling Assistant
Operations Manager
Director of Member Services