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: Glenn Smith
2. a. Name of Accompanying Relative: _____ ***OR*** ☒ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: 8/15/24 Return: 8/16/24
   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: We had panelists who talked about their journeys as scheduelrs and what made them successful.
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: Glenn Smith **Date:** 8/27/24

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: Frank Lucas **Date:** 8/27/24

Signature of Supervising Member: Frank Lucas

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): 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	$70.28	$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: Kelle S **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.

last updated 7/2023

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: Glenn Smith

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: Glenn Smith

Name of Signatory (if other than traveler): _____

For Staff (name of employing Member or Committee): Frank Lucas OK-03

Office Address: 2405 Rayburn House Office Building

Telephone Number: 202-225-5565

Email Address of Contact Person: glenn.smith@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*.

last updated 7/2023

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Glenn Smith
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 15, 2024 Date of Return: August 16, 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: _____

   (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 ☐ *rimary 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.**

   The sessions that I'll be attending will help me be more effective in my role as a scheduler. I'll get to learn from other schedulers and learn what made them great at their jobs and how they successfully kept their member's schedules in tact.
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:** 7/9/24

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:**

☐ 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	$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: Kelle Date: 7/2/24

Name: Kellé 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. Glenn Smith
Office of the Honorable Frank D. Lucas
2405 Rayburn House Office Building
Washington, DC 20515

Dear Mr. Smith:

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

Smith, Glenn

From: Long, Nicholas
Sent: Tuesday, August 13, 2024 11:18 AM
To: Long, Nicholas
Subject: Ethics Travel Approval - Congressional Institute

Good Morning,

This email is to confirm that the Committee on Ethics has approved your request to accept privately-sponsored, officially connected travel to Cambridge, MD, scheduled to begin on August 15th, sponsored by the Congressional Institute.

If your plans change and you do not actually accept this trip, please let us know at your earliest convenience by emailing travel.requests@mail.house.gov.

Due to time constraints on this trip, this is a generic email to inform all approved travelers that they may accept this trip. This email does not contain the official, personalized approval letter that each traveler will need for post-travel filing. The official letters, signed by the Chairman and Ranking Member, will be forthcoming. You will need that letter, not this email, to properly file post-travel paperwork with the Clerk's office.

If you have not received the personalized approval letter by the time you need to file post-travel paperwork, please email travel.requests@mail.house.gov or call the Committee at 202-225-7103

Best,

Nicholas Long
Advice & Education Clerk
House Committee on Ethics
U.S House of Representatives
202-225-7103

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 roles of Schedulers and Operations staff in congressional offices. Therefore, the invitation to this conference is being extended to schedulers, operations directors, and member services directors in House Republican personal offices, committee offices, and leadership offices.

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. Schedulers and operations directors play essential parts in these and other important aspects and functions of the personal, committee, and leadership offices. This conference is designed to strengthen professional relationships House 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 audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be $466.

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 roles of Schedulers and Operations staff in congressional offices. Therefore, the invitation to this conference is being extended to schedulers, operations directors, and member services directors in House Republican personal offices, committee offices, and leadership offices.

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. Schedulers and operations directors play essential parts in these and other important aspects and functions of the personal, committee, and leadership offices. This conference is designed to strengthen professional relationships House 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 audio/visual capabilities necessary to conduct our program. Dividing these conference and banquet room rental costs by the number of participants estimated to attend this event, the estimated figure would be $466.

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 *(2- hour drive)*	**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** ***Your success requires solving a daily puzzle ~ but it's a puzzle with extra pieces ~ to fit in somewhere!***	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"** ***Strengthening Relationships While Declining Requests (Even the Member's!)***	
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 *(2- hour drive)*	**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-Hmoud	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	Bienvenu	Office of Speaker Johnson	Strategic Advisor to the Chief of Staff
Sarah	Bloomquist	House Committee on Budget	Professional Staff Member/Deputy Di of Member Services
Tiffy	Boguslawski	Office of Rep. Miller (OH)	Director of Operations/Press Secreta

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 Schedu
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 Ch 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	Dayer	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 Schedulii
Kelsey	Haberly	Office of Rep. Waltz	Executive Assistant/Legislative Correspondent
Rebecca	Hagigh	House Committee on Energy and Commerce	Executive Assistant
Trish	Halloran	House Committee on Financial Services	Clerk
McKenna	Hamilton	Office of Rep. Boebert	Scheduler

Hailee	Hampton	Office of Rep. Banks	Director of Operations
Courtney	Handey	Office of Rep. Crawford	Scheduler
Hilda	Harder	Office of Rep. Rouzer	Scheduler
Michelle	Harold	Office of Rep. Huizenga	Scheduler
Molly	Harrington	Office of Rep. Pence	Director of Operations
Molly	Harris-Stevens	Office of Rep. Ellzey	Deputy Chief of Staff
Jenna	Hasz	Office of Rep. Gaetz	Director of Operations
Taylor	Hawkins	Office of Rep. Paulina-Luna	Scheduler
Andrew	Henthorn	Office of Rep. Latta	Scheduler
Sofia	Herring-Dolin	House Committee on Appropriations	Deputy Director of Operations and Me Services
Lucy	Herrington	Office of Rep. Buck	Scheduler
Heather	Hess	Office of Rep. Griffith	District Scheduler
Ally	Hibben	Office of Rep. Bentz	Director of Operations & Scheduling
Jake	Hilkin	Office of Leader Scalise	Deputy Director for Member Services
Sydney	Hill	Office of Rep. Mooney	Scheduler
Kate	Hirzel	Office of Rep. LaLota	Director of Operations/Scheduler
Avrie	Hodges	Office of Rep. Babin	Scheduler
Scout	Hodges	Office of Rep. Womack	Scheduler
Matt	Hoffmann	House Committee on Financial Services	Staff Director
Matt	Holsen	Office of Rep. Steil	Director of District Operations
Paula	Huff	Office of Rep. Kean	Director of Operations/Scheduler
Hannah	Hughes	Office of Rep. Thompson	Director of Operations
Hannah	Hussey	Office of Rep. Kustoff	Scheduler
Whitney	Hutson	Office of Rep. Burchett	Operations Manager
Kendall	Ivy	Office of Rep. Weber	Director of Operations and Schedulin
Madeline	Jackson	Office of Rep. Barr	Director of Operations and Member Services
Susanna	Jackson	Office of Rep. Williams (NY)	Scheduler

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	Littrell	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	Moreno	Office of Rep. Steel	Scheduler
Maiu	Mots	Office of Rep. Miller (WV)	Director of Operations/Scheduler (Ac
Marissa	Mullen	House Committee on Administration	Deputy Director of Member Services
Caldwell	Munk	Office of Rep. Dunn	Scheduler
Jolyn	Murphy	Office of Rep. Calvert	District Director
Johannah	Murphy	Office of Rep. Calvert	Director of Operations
Brianna	Nagle	Office of Rep. Houchin	Scheduler
Brianna	Nagle	Office of Rep. Houchin	Scheduler
Abby	Natoli	Office of Rep. Davidson	Scheduler
David	Nelson	Office of Rep. Reschenthaler	Director of Operations
Madison	Newsom	Office of Rep. Ellzey	Scheduler
Anderson	Okoniewski	House Republican Conference	Director of Operations/Scheduler
Brooke	Oliver	Office of Rep. Pfluger	Director of Operations
Sabrina	Parker	Office of Rep. Cole	Director of Operations/Scheduler
Leslie	Parker	House Committee on Transportation and Infrastructure	Director of Member Services and Coa
Maritza	Pereira	Office of Rep. Gimenez	Scheduler
Annie	Perkins	Office of Rep. Ciscomani	Deputy Scheduler
Krista	Perkins	Office of Rep. Johnson (LA)	Director of Operations
LeeAnn	Perritt	Office of Rep. Collins	Scheduler
Lauren	Petersen	Office of Rep. Owens	Director of Operations
Sage	Peterson	House Committee on Science, Space and Technology	Chief Clerk
Ashley	Phillips Brown	Office of Rep. Lawler	Director of Operations/Scheduler
Tyler	Platt	House Committee on Ways and Means	Operations Assistant
Marie	Policastro	Office of Rep. Wenstrup	Director of Operations
Robert	Portegello	Office of Rep. Lamborn	Scheduler
Marie	Price	House Republican Conference	Deputy Director of Member Services
Wendi	Price	House Committee on Science, Space and Technology	Director of Operations

Lauren	Radford	Office of Rep. Simpson	Director of Operations/Executive Assi
Bernadette	Reilly	Office of Rep. Brecheen	Scheduler
Marshall	Richardson	Office of Rep. Self	Scheduler
Lindsay	Roberts	Office of Rep. Clyde	Scheduler
Sydney	Robinson	Office of Rep. Mann	Scheduler
Shelbie	Rogers	Office of Whip Emmer	Director of Operations
Jake	Ronan	Office of Rep. McClain	Director of Operations/Scheduling
Joseph	Rosenwinkel	Office of Rep. Gonzales	Scheduler
Juan	Ruiz	Office of Rep. González-Colón	Scheduler/Legislative Aide
Sydney	Russell	Office of Rep. Carl	Scheduler
Angela	Ryan	Office of Rep. Turner	Director of Operations/Scheduling
Rachel	Sakrisson	House Committee on Transportation and Infrastructure	Operations Manager
Jessica	Santos	Office of Rep. Arrington	Scheduler
Hallee	Sarkisian	House Committee on Veterans Affairs	Assistant Clerk and Opps
Mattie	Schmidt	Office of Rep. Amodei	Scheduler
Kalyn	Schroeder	Office of Rep. Obernolte	Scheduler
Ellen	Seher	Office of Leader Scalise	Director of Operations
Howard	Senior	Office of Rep. Salazar	Scheduler
Nicole	Serravillo	Office of Rep. Garbarino	Scheduler
Lindsey	Shackelford	House Committee on Financial Services	Director of Operations
Ty	Sharp	Office of Rep. Greene	Director of Operations/Scheduler
Lizz	Shavers	Office of Rep. Steube	Scheduler
Chandler	Shields	Office of Rep. Strong	Deputy Chief of Staff/Scheduler
Jack	Silbert	Office of Rep. Carter (TX)	Scheduler/Staff Assistant
Lucy	Simons	Office of Rep. Carey	Scheduler
Darbey	Sinklier	Office of Rep. Luttrell	Scheduler
Jackie	Slambrook	Office of Rep. Scott	Scheduler
Peyton	Smith	Office of Rep. Chavez-DeRemer	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 Coordinato
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	Thrailkill	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 Ope
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	
Esmeralda	Villanueva	Office of Rep. Ogles	Scheduler
Luke	Villarreal	Office of Rep. Van Duyne	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

			Relations
Thomas	Young	Office of Rep. McClintock	Director of Operations/Scheduler
Ashley	Zecca	Office of Rep. Walberg	Scheduler/Executive Assistant
Kathy	Zhu	Office of Rep. Jackson	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 *(2- hour drive)*	**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**	Chesapeake Ballroom

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:

- 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) 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.	Hyatt Main Entrance
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 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

2:45 – 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)
S. Capitol St
(Between Rayburn and Longworth)

5:15 pm
(2- hour drive)

WHEELS DOWN! ~ BUSES ARRIVE AT CAPITOL HILL

Report name: House Staff Attendance List for Ethics
Report date: 08/27/2024
Event name: 2024 Schedulers Conference

First Name	Last Name	Institution	Job Title
Paola	Arellano	Office of Rep. Valadao	Director of Operations
Sophie	Attiliis	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	Dayer	House Republican Cloakroom	Floor Director
Megan	Deusenberry	Office of Rep. Lee	Deputy Chief of Staff
Logan	Dobbins	House Republican Conference	Staff Assistant
Edie	Doman	Office of Rep. Joyce (OH)	Scheduler/Legislative 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 Member Services
		Office of Rep. Moore (UT)	Scheduler
Carol	Kresse	Office of Speaker Johnson	Special Advisor
James	Langnes	Office of Speaker Johnson	Member Services Coordinator
John	Lanning		

Madison	Larrieu	House Committee on Science, Space and Technology	Staff Assistant
Noah	Larsen	Office of Rep. Tenney	Scheduler
Holly	Lay	Office of Rep. Harshbarger	Director of Operations
Lisette	Linares	Office of Rep. James	Scheduler
Georgie	Littlefair	House Committee on Education and Labor	Clerk
Alexis	Littrell	Office of Rep. Ezell	Director of Operations
Carolyn	Lowrance	Office of Rep. Stauber	Deputy Chief of Staff, Operations
Sophie	Machalec	Office of Rep. Norman	Scheduler
Dani	Madda	Office of Rep. Cloud	Director of Operations
Kaitlin	Makuski	Office of Speaker Johnson	Coalitions Coordinator
Annie	Martinez	Office of Rep. LaTurner	Director of Operations
Caty	Matthews	Office of Rep. Fleischmann	Director of Operations
Ellie	McGowan	House Committee on Oversight and Government Reform	Staff Assistant and Administrative Clerk
Shelby	McKee	Office of Rep. Flood	Director of Operations/Scheduler
Nicolle	Miranda	Office of Rep. Wittman	Director of Operations
Nathanael	Monroe	Office of Rep. Johnson (SD)	Scheduler
Mia	Moreno	Office of Rep. Steel	Scheduler
Maiu	Mots	Office of Rep. Miller (WV)	Scheduler
Marissa	Mullen	House Committee on Administration	Deputy Director of Member Services
Caldwell	Munk	Office of Rep. Dunn	Scheduler
Johannah	Murphy	Office of Rep. Calvert	Director of Operations
Brianna	Nagle	Office of Rep. Houchin	Deputy Chief of Staff for Operations
Brooke	Oliver	Office of Rep. Pfluger	Deputy Chief of Staff
Robert	Portegello	Office of Rep. Lamborn	Scheduler
Marie	Price	House Republican Conference	Deputy Director of Member Services
Bernadette	Reilly	Office of Rep. Brecheen	Scheduler
Marshall	Richardson	Office of Rep. Self	Scheduler

Lindsay	Roberts	Office of Rep. Clyde	Scheduler
Sydney	Robinson	Office of Rep. Mann	Operations Director
Joseph	Rosenwinkel	Office of Rep. Gonzales	Scheduler
Sydney	Russell	Office of Rep. Carl	Scheduler
Angela	Ryan	Office of Rep. Turner	Senior Advisor and Director of Operations
Jessica	Santos	Office of Rep. Arrington	Director of Operations
Kalyn	Schroeder	Office of Rep. Obernolte	Director of Operations
Howard	Senior	Office of Rep. Salazar	Scheduler
Nicole	Serravillo	Office of Rep. Garbarino	Scheduler
Ty	Sharp	Office of Rep. Greene	Director of Operations
Jack	Silbert	Office of Rep. Carter (TX)	Scheduler
Lucy	Simons	Office of Rep. Carey	Schedule
Darbey	Sinklier	Office of Rep. Luttrell	Scheduler
Glenn	Smith	Office of Rep. Lucas	Scheduler
Kristen	Sonderegger	Office of Rep. Kiggans	Director of Operations
Anna	Stutz	Office of Rep. Letlow	Scheduler
Katharine	Tate	Office of Rep. Franklin	Deputy Chief of Staff, Operations
Maggie	Thrailkill	Office of Rep. Moore (AL)	Director of Scheduling
Katie	Tomko	Office of Rep. Balderson	Director of Operations
Marcus	Towns	House Committee on Foreign Affairs	Member Services Director
Madison	Tragesser	Office of Rep. Mast	Director of Operations
Courtney	Trigg	Office of Rep. Meuser	Director of Operations
Jackie	Van Slambrook	Office of Rep. Scott	Scheduler
Esmeralda	Villanueva	Office of Rep. Ogles	Scheduler
Jack	Waguespack	Office of Rep. Duarte	Scheduler/Operations Director
Gabi	Westphal	Office of Rep. Steil	Scheduler
Sydney	Westwick	House Committee on Budget	Staff Assistant/Scheduling Assistant
Maura	Williams	House Committee on Education and Labor	Operations Manager
Jordan	Wilson	House Committee on Administration	Director of Member Services