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: Savannah Russell
2. a. Name of Accompanying Relative: _____ ***OR*** ■ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: August 12, 2026 Return: August 13, 2026
   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: Scheduler best practices, integration of AI in schedule creation a maintenance, and scheduler relations with stakeholders and achieving member goals
7. Attached to this form are ***each*** of the following, *signify that each item is attached by checking the corresponding box*:
   a. ■ a completed *Sponsor Post-Travel Disclosure Form*;
   b. ■ the *Primary Trip Sponsor Form* completed by the trip sponsor ***prior*** to the trip, ***including all*** attachments ***and*** the *Additional Sponsor Form(s)*;
   c. ■ page 2 of the completed *Traveler Form* submitted by the employee; ***and***
   d. ■ the letter from the Committee on Ethics approving my participation on this trip.
8. a. ■ I represent that I participated in each of the activities reflected in the attached sponsor's agenda. *Signify statement is true by checking the box.*
   b. If not, explain: _____

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

Signature of Traveler: [signature] **Date:** 8/24/26

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: Rep. Lisa McClain **Date:** 8/24/26

Signature of Supervising Member: [signature]

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: Savannah Russell

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. Lisa McClain (MI-09)

Office Address: 562 Cannon House Office Building

Telephone Number: (202) 225-2106

Email Address of Contact Person: russell@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: Savannah Russell
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 12 Date of Return: August 13

   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 Scheduler and the activities on the itinerary relate to my duties because building a strategic schedule that aligns with House Floor Processes and Procedures is essential to keeping my Congressmember on time and completing necessary tasks.
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: Lisa C McClain **Date:** 7/27/26

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 12, 2026 Date of Return: August 13, 2026
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- $84.20, Day 2 - $66
      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: $210
   Reason(s) for Selecting: proximity to DC, availability & 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	$68.54	$210	$150.20
For each Accompanying Family Member	n/a	n/a	n/a

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	$283.07	Room Rental
For each Accompanying Family Member	n/a	n/a

19. ***Check only one:***
    a. ☒ I certify that I am an officer of the organization listed below; **OR**
    b. ☐ *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. **I certify by my signature that**
    a. **I read and understand the Committee's Travel Regulations;**
    b. **I am not a registered federal lobbyist or registered foreign agent; and**
    c. **The information on this form is true, complete, and correct to the best of my knowledge.**

Signature: Brenda L. Becker Date: _____

Name: Brenda Becker Title: Chair

Organization: Congressional Institute

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

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

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

PRIMARY TRIP SPONSOR FORM
ADDENDUM

Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See attached invitation list. This Congressional Institute sponsored conference focuses on the important 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, as well as any House staff who will present at the conference.

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 mission of the Congressional Institute (a 501(c)(4) nonprofit organization) is to provide information and educational resources, through conferences such as this one, that are designed to help Members of Congress and House staff best serve their constituents and perform their legislative and representational duties, and to promote public awareness of Congress and the legislative process.

This educational conference is designed for House staff serving in scheduling, operations, and/or similar roles in congressional offices. Specifically, it will feature outside experts and speakers who will discuss a variety of topics relevant to these positions and their unique duties, including among others, communications skills, House rules and procedures, operational best practices, and technology tools that can help improve efficiency and effectiveness inside their offices and in their individual positions.

The Congressional Institute is the sole organizer of this event and is solely responsible for organizing and funding the conference.

CONGRESSIONALINSTITUTE

YOU'RE INVITED

2026 Schedulers Conference

Wednesday, August 12 - Thursday, August 13

Hyatt Regency Chesapeake Bay
Cambridge, Maryland

This invitation is non-transferable.
House Ethics strictly prohibits the solicitation of travel for you or anyone else.

If you are no longer with this office, no longer serving as Scheduler, or need to update your contact information, please contact us.

REGISTER NOW

If you are unable to attend, please use the following link to decline the invitation.

DOWNLOAD ETHICS FORMS

ETHICS FORMS ARE DUE JULY 13, 2026.

Instructions: Complete the first two pages of the traveler form, attach a copy of this invitation and email to travel.requests@mail.house.gov.

If you think there is even a possibility you will attend, we suggest filing your travel forms with the Ethics Committee. You may always withdraw your paperwork.

DOWNLOAD DRAFT AGENDA

Please contact Katie Hrkman with any questions or call the Congressional Institute at 703-837-8812.

2026 SCHEDULING AND OPERATIONS CONFERENCE

DRAFT AGENDA

DAY 1	The Congressional Institute welcomes you to this year's Scheduling and Operations Conference, grounded in our commitment to strengthen the institution by supporting those who serve within it.		
Wednesday, August 12, 2026	**9:00 am**	**BUSES DEPART CAPITOL HILL**	S. Capitol Street (Between Rayburn & Longworth)
	10:00 am - 5:00 pm	**CONFERENCE REGISTRATION** Attendees may arrive and check in at any time during this open registration period to receive event materials and credentials.	
	11:00 am	**BUSES ARRIVE AT THE HYATT REGENCY CHESAPEAKE BAY**	
	12:30 pm - 2:00 pm	**KICKOFF & WELCOME** Brenda Becker, Chair, Congressional Institute Board of Directors **WORKING LUNCH: HIGH TECH, HIGH TOUCH: USING AI TO INCREASE EFFICIENCY WHILE STRENGTHENING THE OFFICE EXPERIENCE** This working lunch will explore how AI can be leveraged to create greater capacity and efficiency.	
	2:15 pm - 3:15 pm	**AI WORKSHOPS** How to use/apply the tools.	
	3:30 pm - 4:30 pm	**PROTOCOL: THE ART OF REPRESENTING YOUR DISTRICT WELL** This session will provide an overview of contemporary protocol that is essential for any congressional office.	
	6:00 pm - 9:00 pm	**DINNER: CONNECT, LEARN AND GROW** Through facilitated small-group discussions focused on common challenges and lessons learned, attendees will exchange ideas and share best practices, leaving with practical insights they can apply in their offices.	
DAY 2			

Thursday, August 13, 2026	**7:00 am - 7:45 am**	**START YOUR DAY ON THE RIGHT FOOT!** (optional) Walk the property along the Choptank River, meet your colleagues, and get your steps in before breakfast.	
	7:45 am - 8:45 am	**BREAKFAST**	
	9:00 am - 10:00 am	**HOW TO TREAT TIME** Attendees will leave with a renewed understanding of their responsibility as stewards of a Member's most valuable resource and the impact they have on the success of an office, the institution, and the people it serves.	
	10:00 am - 11:00 am	**FILLING PRIORITIES, NOT CALENDARS: BUILDING A STRATEGIC SCHEDULE** This session will explore how to build a strategic framework that can help guide decision-making.	
	11:30 am - 1:00 pm	**WORKING LUNCH: PURPOSE, PERFORMANCE AND PRODUCTIVITY** Panelists will share time management strategies to support long-term success.	
	1:15 pm - 2:15 pm	**UNDERSTANDING THE ISSUES AND THE FLOOR: POLICY, PROCESS, AND PROCEDURE** This session will provide an overview of key House floor procedures and processes.	
	2:15 pm - 3:15 pm	**REWRITING YOUR ROLE: YOUR VOICE MATTERS** This session will feature a panel discussion focused on strengthening communications skills.	
	3:30 pm	**CONFERENCE CONCLUDES**	
	4:00 pm	**BUSES DEPART HOTEL**	
	6:00 pm	**BUSES ARRIVE AT CAPITOL HILL**	S. Capitol Street

First Name	Last Name	Company Name	Title
Sydney	Aalbers Burns	Office of Rep. Carter (TX-31)	Scheduler
Sara Brooks	Adams	Office of Majority Leader Scalise	Deputy Operations Director
Jude	Al-hmoud	Office of Rep. Hinson (IA-02)	Deputy Chief of Staff/Scheduler
Aidan	Aldridge	House Republican Conference	Member Services Coordinator
Megan	Amen	Office of Rep. Wilson (SC-02)	Scheduler
Courtney	Anderson	Office of Rep. Van Orden (WI-03)	Deputy Chief of Staff/Scheduler
Shields	Armstrong	Office of Rep. Kelly (MS-01)	Scheduler
Sophie	Attilis	Office of Rep. Griffith (VA-09)	Scheduler
Zehra	Bakirdan	Office of Rep. LaHood (IL-16)	Scheduler
Amanda	Baldwin	Office of Rep. Moran (TX-01)	Chief of Staff/Scheduler
Shelly	Ballaish	Office of Rep. Mast (FL-21)	Scheduler
Jimmy	Ballard	Committee on Transportation and Infrastructure	Coalitions Director
Courtney	Ballenger	Office of Rep. Graves (MO-06)	Scheduler
Madeline	Baltz	Office of Rep. Moore (AL-01)	Scheduler
Emma	Banse	Office of Rep. Bacon (NE-02)	Scheduler
Channing	Barker	Office of Rep. DesJarlais (TN-04)	Scheduler
Zachery	Barnes	Office of Rep. Feenstra (IA-04)	Scheduler
Layne	Barnett	Office of Rep. Miller (IL-15)	Scheduler
Jennifer	Bell	Office of Rep. Guthrie (KY-02)	Scheduler
Maria	Bello	Office of Rep. De La Cruz (TX-15)	Scheduler
Noa	Benitah	Office of Rep. Miller-Meeks (IA-01)	Scheduler
Lili	Benzel	Office of Rep. Joyce (PA-13)	Scheduler
Emma	Bergstedt	Office of Rep. Moore (UT-01)	Scheduler
Savannah	Berryman	Office of Rep. Hill (AR-02)	Operations Director
Kiley	Bidelman	Committee on Judiciary	Chief Clerk
Meggie	Bland	Office of Rep. Miller-Meeks (IA-01)	Scheduler
Parker	Boggs	Office of Rep. Cammack (FL-03)	Operations Director
Genevieve	Boisvert	Office of Rep. Fine (FL-06)	Scheduler
Erika	Bone	Office of Rep. Bost (IL-12)	Operations Director
Alison	Booth	Office of Rep. Womack (AR-03)	Scheduler
Debra	Boutwell	Office of Rep. Guest (MS-03)	Scheduler
Owen	Boyd	Office of Rep. Burlison (MO-07)	Scheduler
Ansley	Boylan	Committee on Energy & Commerce	Director of Operations
Eva	Brady	Office of Rep. Steil (WI-01)	Scheduler
Madison	Bright	Office of Rep. Moore (NC-14)	Scheduler
Anna	Brock	Office of Rep. Smith (NE-03)	Scheduler
Carson	Brown	Office of Rep. Maloy (UT-02)	Scheduler
Sarah	Brown	Office of Rep. Biggs (AZ-05)	Scheduler
Rebecca	Brown	Committee on Natural Resources	Operations Director/Scheduler
Maddie	Bruno	Office of Rep. Schweikert (AZ-01)	Operations Director
Errical	Bryant	Office of Rep. Fedorchak (ND-AL)	Deputy Chief of Staff/Scheduler
Tabetha	Bryant	Office of Rep. Foxx (NC-05)	Scheduler
Jackie	Burke	Office of Majority Whip Emmer	Member Services Director
Elbia	Burtnett	Office of Rep. Fulcher (ID-01)	Director of Operations/Scheduler
Courtney	Butcher	Office of Speaker Johnson	Deputy Chief of Staff
Britney	Butler	Office of Rep. Stauber (MN-08)	Scheduler
Matthew	Cabiles	Office of Rep. Harshbarger (TN-01)	Scheduler
Alexis	Cagan	Office of Rep. Kelly (PA-16)	Scheduler
Christine	Callaghan	Office of Rep. Emmer (MN-06)	Scheduler

James	Capetanakis	Office of Rep. Malliotakis (NY-11)	Scheduler
Luke	Catanzaro	Office of Majority Leader Scalise	Membership Services Coordinator
Victoria	Cesaro	Office of Rep. Harris (MD-01)	Scheduler
Gracie	Chandler	Office of Rep. Patronis (FL-01)	Scheduler
Michelle	Chavez	Select Committee on China	Operations Director
Cooper	Cheetham	Office of Speaker Johnson	Operations Coordinator
Linette	Choi	Office of Rep. Kim (CA-40)	Deputy Chief of Staff/Scheduler
Riley	Clarke	Office of Rep. Mills (FL-07)	Scheduler
Mallory	Cogar	Committee on Oversight and Government Reform	Operations Director/Chief Clerk
Addison	Cole	Office of Rep. Palmer (AL-06)	Scheduler
Natasha	Coleman	Office of Rep. Balderson (OH-12)	Scheduler
Hannah	Cooke	Office of Rep. McDowell (NC-06)	Deputy Chief of Staff/Scheduler
Kathryn	Cornell	Office of Rep. Estes (KS-04)	Scheduler
Isabella	Coslik	Office of Rep. Jordan (OH-04)	Scheduler
Savannah	Coughlin	Office of Rep. Fitzgerald (WI-05)	Scheduler
Trayce	Cowgill	Office of Rep. Turner (OH-10)	Scheduler
Brian	Cress	Office of Speaker Johnson	Deputy Director of Member Services
Hannah	Crossman	Office of Rep. Fallon (TX-04)	Scheduler
Marjorie	Daily	Office of Rep. Hageman (WY-AL)	Scheduler
Carole Anne	Dankler	Office of Rep. Rutherford (FL-05)	Scheduler
Jeanie	Davidovich	Office of Rep. Evans (CO-08)	Deputy Chief of Staff/Scheduler
Kayla	Davidson	Office of Rep. Loudermilk (GA-11)	Scheduler
Maggie	Davis	Office of Rep. Jackson (TX-13)	Scheduler
Kaleigh	DeGeldere	Office of Speaker Johnson	Deputy Scheduling Director
Nancy	Dehlinger	Office of Rep. Radewagen (AS-AL)	Scheduler
Shelby	Despain	Office of Rep. Haridopolos (FL-08)	Deputy Chief of Staff/Scheduler
Ross	Dietrich	Office of Speaker Johnson	Cloakroom Floor Assistant
Keimon	Dixson	Office of Rep. LaLota (NY-01)	Scheduler
Logan	Dobbins	Committee on Ways and Means	Member Services Coordinator
Cathy	Doherty	Office of Rep. Miller (OH-07)	Scheduler
Edie	Doman	Office of Rep. Bresnahan (PA-08)	Scheduler
Elizabeth	Donahoo	Office of Rep. Murphy (NC-03)	Scheduler
Kristen	Doran	Office of Rep. Kean (NJ-07)	Operations Director
Kate	Dreyer	Office of Rep. Rogers (AL-03)	Scheduler
Claire	Dufault	Committee on Foreign Affairs	Operations Director
Bailey	Edwards	Office of Rep. Harris (NC-08)	Scheduler
Greer	Ellender	Office of Majority Leader Scalise	Deputy Scheduler
Christopher	Erb	Committee on Rules	Operations Director
Alyssa	Erdel	House Republican Conference	Member Services Director
Braden	Erksa	Office of Majority Whip Emmer	Assistant to the Chief of Staff
Olivia	Fahrmann	Office of Rep. Ezell (MS-04)	Operations Director
Aaron	Farris	Office of Rep. Finstad (MN-01)	Operations Director
Teresa	Fischer	Office of Rep. Tiffany (WI-07)	Scheduler
Max	Fitch	Office of Majority Whip Emmer	Deputy Member Services Director
Emma Lou	Ford	Office of Rep. Hern (OK-01)	Scheduler
Lauren	Forrest	Office of Rep. Crane (AZ-02)	Scheduler
Greer	Foster	Office of Rep. Cloud (TX-27)	Scheduler
Emma	Frayberg	Office of Rep. McClintock (CA-05)	Scheduler
Leah	Fuenzalida	Office of Rep. Aderholt (AL-04)	Scheduler
Brianna	Garcia	Office of Rep. Smith (MO-08)	Scheduler

Kelsey	Giorgio	Office of Rep. Hamadeh (AZ-08)	Scheduler
Riley	Gobora	Office of Rep. Weber (TX-14)	Operations Director
Steven	Gonzalez	Committee on Veterans Affairs	Member Services Director
Belen	Gregory	Office of Rep. Rulli (OH-06)	Operations Director
Elana	Grenet	Office of Rep. Diaz-Balart (FL-26)	Scheduler
Joshua	Guest	Office of Rep. Crenshaw (TX-02)	Scheduler
Ella	Gunn	Office of Speaker Johnson	Cloakroom Floor Director
Jillian	Haggerty	Office of Rep. Downing (MT-02)	Scheduler
McKenna	Hamilton	Office of Rep. Boebert (CO-04)	Scheduler
Courtney	Handey	Office of Rep. Crawford (AR-01)	Scheduler
Hannah	Harding	Office of Rep. Collins (GA-10)	Operations Director
Michelle	Harold	Office of Rep. Crank (CO-05)	Scheduler
Molly	Harrington	Office of Rep. Van Epps (TN-07)	Director of Operations
Maddi	Harris	Office of Rep. Fleischmann (TN-03)	Scheduler
Tyler	Hasenjaeger	Office of Rep. Hunt (TX-38)	Scheduler
Lindy	Hataway	Office of Rep. Letlow (LA-05)	Scheduler
Taylor	Hawkins	Office of Rep. Clyde (GA-09)	Scheduler
Andrew	Henthorn	Office of Rep. Latta (OH-05)	Scheduler
Nicholas	Herlevic	Office of Rep. Shreve (IN-06)	Scheduler
Grace	Herritage	Office of Rep. Bergman (MI-01)	Scheduler
Morgan	Hershey	Office of Speaker Johnson	Floor Assistant
Eleanor	Hester	Office of Rep. Joyce (OH-14)	Operations Director
Violet	Hibbard	Office of Rep. Schmidt (KS-02)	Scheduler
Jake	Hilkin	Office of Majority Leader Scalise	Member Services Director
Sydney	Hill	Office of Rep. Buchanan (FL-16)	Scheduler
Yvonne	Hillis	Office of Rep. Spartz (IN-05)	Deputy Chief of Staff/Scheduler
Kylie	Hinojosa	Committee on Oversight and Government Reform	Professional Staff Member/Administrative Clerk
Alexandra	Hopkins	Committee on Ways and Means	Operations Director
Hannah	Hughes	Office of Rep. Thompson (PA-15)	Scheduler
Lily	Hurt	Office of Rep. Onder (MO-03)	Operations Director
Hannah	Hussey	Office of Rep. Kustoff (TN-08)	Scheduler
Whitney	Hutson	Office of Rep. Rose (TN-06)	Director of Operations
Riley	Hyroop	Committee on Small Business	Scheduler
Elizabeth	Inman	Office of Rep. Moolenaar (MI-02)	Scheduler
Emma	Isern	Committee on Budget	Scheduler
Madeline	Jackson	Office of Rep. Barr (KY-06)	Scheduler
Dylan	Jacobs	House Republican Conference	Member Services Coordinator
Alyssa	Jennings	Office of Rep. Baird (IN-04)	Operations Director
Meagan	Jennings	Office of Rep. Cline (VA-06)	Scheduler
Alyssa	Jin	Office of Rep. Arrington (TX-19)	Operations Director
William	Johnson	Office of Speaker Johnson	Special Assistant
Sofia	Jones	Committee on Agriculture	Member Services Director
Milka	Jurado	Office of Rep. Harrigan (NC-10)	Scheduler
Ashlyn	Kammerlocher	Office of Rep. Barrett (MI-07)	Scheduler
Niko	Keddy	Committee on Homeland Security	Deputy Member Services Director
Madeline	Kelley	Committee on Natural Resources	Member Services Director
Hannah	Kelly	Office of Rep. Gill (TX-26)	Scheduler
Alyson	Kerr	Office of Rep. Van Drew (NJ-02)	Scheduler
Jonathan	Kirk	Committee on Ways and Means	Clerk
Emily	Kuenster	Office of Rep. Wagner (MO-02)	Scheduler

Kelley	Kurtz	Office of Rep. Rogers (KY-05)	Scheduler
Denise	Lambert	Office of Rep. Burchett (TN-02)	Operations Director (TN)
Jake	Landes	Office of Rep. Messmer (IN-08)	Scheduler
Ashlyn	Landes	Office of Rep. Fuller (GA-14)	Scheduler
John	Lanning	Office of Speaker Johnson	Assistant Director of Member Services
Noah	Larsen	Office of Rep. Tenney (NY-24)	Operations Director
Ashley	Lebda	Office of Rep. Fong (CA-20)	Scheduler
Hollis	Lemunyon	Office of Rep. Mackenzie (PA-07)	Scheduler
Sally	Lindsay	Office of Rep. Issa (CA-48)	Scheduler
Lauren	Lloyd	Office of Rep. Grothman (WI-06)	Scheduler
Kaitlin	Makuski	Office of Speaker Johnson	Coalitions Coordinator
Lauren	Marolf	Office of Rep. Luna (FL-13)	Scheduler
Macy	Martin	Office of Rep. Fitzpatrick (PA-01)	Scheduler
Athena	Mcallister	Office of Rep. Newhouse (WA-04)	Scheduler
Kenadi	McCulloch	Office of Rep. Zinke (MT-01)	Scheduler
Evangeline	McLean	Committee on Judiciary	Clerk
Tyler	Micheletti	Committee on Transportation and Infrastructure	Operations Director
Nicolle	Miranda	Office of Rep. Wittman (VA-01)	Deputy Chief of Staff/Scheduler
Shelby	Mitchell	Office of Rep. Donalds (FL-19)	Scheduler
Gavin	Monk	Office of Rep. McCaul (TX-10)	Scheduler
Kristen	Monterroso	Committee on House Administration	Operations Director
Kyler	Mooney	Office of Rep. Nehls (TX-22)	Scheduler
Cameron	Morabito	Office of Rep. Mace (SC-01)	Director of Operations
Maiu	Mots	Office of Rep. Miller (WV-01)	Scheduler
Vanessa	Mourad	Office of Rep. Bilirakis (FL-12)	Scheduler
Sophie	Moyer	Office of Rep. Smucker (PA-11)	Scheduler
Johannah	Murphy	Office of Rep. Calvert (CA-41)	Scheduler
Ryan	Murphy	Committee on Energy and Commerce	Member Services Director
Brianna	Nagle	Office of Rep. Houchin (IN-09)	Deputy Chief of Staff/Scheduler
Abby	Natoli	Office of Rep. Wied (WI-08)	Director of Operations
David	Nelson	Office of Rep. Reschenthaler (PA-14)	Deputy Chief of Staff/Scheduler
Madison	Newsom	Office of Rep. Ellzey (TX-06)	Scheduler
Reedy	Newton	Office of Rep. Fry (SC-07)	Operations Director
Erin	Newton	Office of Rep. Bean (FL-04)	Scheduler
Angela	Nguyen	Office of Rep. Carey (OH-15)	Scheduler
Carlos	Nunes	Office of Rep. Kiley (CA-03)	Scheduler
Anderson	Okoniewski	Office of Rep. Stefanik (NY-21)	Deputy Chief of Staff/Scheduler
Sabrina	Parker	Office of Rep. Cole (OK-04)	Deputy Chief of Staff/Scheduler
Zoe	Paulmeier	Office of Rep. Timmons (SC-04)	Scheduler
Maritza	Pereira	Office of Rep. Gimenez (FL-28)	Scheduler
Isabella	Persky	Office of Rep. Hudson (NC-09)	Scheduler
Sage	Peterson	Committee on Science, Space and Technology	Operations Director
Blake	Phillips	Office of Rep. Mann (KS-01)	Operations Director
Marie	Price	Office of Speaker Johnson	Advisor to the Chief of Staff
Lauren	Radford	Office of Rep. Simpson (ID-02)	Scheduler
Bernadette	Reilly	Office of Rep. Brecheen (OK-02)	Operations Director
Paula	Restrepo	Office of Rep. Valadao (CA-22)	Scheduler
Marshall	Richardson	Office of Rep. Self (TX-03)	Scheduler
Shelbie	Rogers	Office of Majority Whip Emmer	Director of Operations
Jake	Ronan	House Republican Conference	Deputy Chief of Staff/Scheduler

Eva	Roros	Office of Rep. Taylor (OH-02)	Scheduler
Joseph	Rosenwinkel	Office of Rep. Gonzales (TX-23)	Scheduler
Sydney	Russell	Office of Rep. Goldman (TX-12)	Scheduler
Savannah	Russell	Office of Rep. Van Duyne (TX-24)	Press Secretary
Savannah	Russell	Office of Rep. McClain (MI-09)	Scheduler
Katherine	Russo	Committee on Education and the Workforce	Member Services and Coalitions Director
Rachel	Salle	Office of Rep. Jack (GA-03)	Scheduler
Arvin	Salonga	Office of Rep. Moylan (GU-AL)	Scheduler
Mattie	Schmidt	Office of Rep. Amodei (NV-02)	Scheduler
Kalyn	Schroeder	Office of Rep. Obernolte (CA-23)	Operations Director
Ashlynn	Schultz	Office of Rep. Pfluger (TX-11)	Scheduler
Madison	Sedwick	Office of Rep. McCormick (GA-07)	Scheduler
Ellen	Seher	Office of Majority Leader Scalise	Scheduler
Howard	Senior	Office of Rep. Salazar (FL-27)	Operations Director
Nicole	Serravillo	Office of Rep. Garbarino (NY-02)	Scheduler
Elizabeth	Shavers	Office of Rep. Steube (FL-17)	Scheduler
Sophie	Shea	Committee on Financial Services	Member Services Coordinator
Kallyn	Sheehan	Office of Rep. Moore (WV-02)	Director of Operations
Curtis	Sheets	Office of Rep. Owens (UT-04)	Scheduler
Abigail	Shepherd	Office of Rep. Baumgartner (WA-05)	Scheduler
McKenna	Simpson	Office of Rep. Edwards (NC-11)	Scheduler
Hannah	Singleton	Office of Rep. Norman (SC-05)	Operations Director
Darbey	Sinklier	Office of Rep. Luttrell (TX-08)	Scheduler
Savannah	Smallwood	Office of Rep. Yakym (IN-02)	Scheduler
Ashley Jean	Smith	Office of Rep. Begich (AK-AL)	Director of Operations
Glenn	Smith	Office of Rep. Lucas (OK-03)	Scheduler
Brittany	Smith	Office of Speaker Johnson	Scheduler
Danny	Smith	Committee on Science, Space and Technology	Member Services Director
Brock	Snyder	Committee on Judiciary	Clerk
Talya	Somers	Office of Rep. Sessions (TX-17)	Scheduler
Kristen	Sonderegger	Office of Rep. Kiggans (VA-02)	Scheduler
Melina	Spatharis	House Republican Conference	Executive Assistant to the Chief of Staff
Chase	Stephens	Office of Rep. Meuser (PA-09)	Scheduler
Sophia	Stewart	Office of Rep. Babin (TX-36)	Scheduler
Austin	Stewart	Office of Rep. Flood (NE-01)	Scheduler
Stephanie	Stewart	Office of Rep. Huizenga (MI-04)	Scheduler
Lucy	Stokes	Office of Rep. Allen (GA-12)	Scheduler
Kirk	Stone	Office of Rep. King-Hinds (MP-AL)	Scheduler
AJ	Swinson	Committee on Judiciary	Coalitions and Outreach Director
Katharine	Tate	Office of Rep. Franklin (FL-18)	Deputy Chief of Staff/Scheduler
Paulina	Tes	Office of Rep. Van Duyne (TX-24)	Scheduler
Reagan	Thompson	Office of Rep. Alford (MO-04)	Scheduler
Brenan Garrett	Tjelmeland	Committee on Appropriations	Operations Director
Sophia	Tomlinson	Office of Rep. Davidson (OH-08)	Scheduler
Sasha	Torrealba	Office of Rep. Bentz (OR-02)	Scheduler
Marcus	Towns	Committee on Appropriations	Member Services Director
Grace	Tricomi	Committee on Small Business	Member Services and Coalitions Director
Mary	Troutman	Office of Rep. Massie (KY-04)	Scheduler
Avery	Tucker	Office of Rep. Higgins (LA-03)	Scheduler
Hays	Turner	Office of Rep. McGuire (VA-05)	Scheduler

Amanda	Turner	Committee on Budget	Deputy Member Services Director
Jason	Tyler	Committee on Oversight and Government Reform	Clerk
Grace	Utz	Office of Rep. Bice (OK-05)	Scheduler
Ashley	Van Horne	Office of Rep. Dunn (FL-02)	Operations Director
Jackie	Van Slambrook	Office of Rep. Scott (GA-8)	Operations Director
Kim	VanderMeulen	Office of Rep. Rouzer (NC-07)	Scheduler
Jack	Vaughn	Office of Rep. Fischbach (MN-07)	Scheduler
Ava	Verzani	Office of Rep. Lawler (NY-17)	Scheduler
Esmeralda	Villanueva	Office of Rep. Ogles (TN-05)	Scheduler
Ann	Vogel	Committee on Education and Workforce	Director of Operations
Carsyn	Waldrop	Office of Rep. Strong (AL-05)	Scheduler
Liles	Wall	Office of Rep. Carter (GA-01)	Scheduler
Lindsay	Walton	Office of Rep. Knott (NC-13)	Scheduler
Jamie	Wehling	Office of Rep. Hurd (CO-03)	Operations Director
Johanna	Wells	Office of Rep. Biggs (SC-03	Scheduler
Amy	Wells	Office of Rep. Stutzman (IN-03)	Scheduler
Sydney	Wendel	Office of Rep. Langworthy (NY-23)	Scheduler
John	Whitmore	Committee on Homeland Security	Coalitions Director/Operations Director
Sidney	Wier	Office of Rep. Lee (FL-15)	Scheduler
Carol	Wiest	Office of Rep. Perry (PA-10)	Scheduler
Maura	Williams	Office of Rep. Johnson (SD-AL)	Scheduler
Joshua	Williams	Office of Rep. Smith (NJ-04)	Scheduler
Jackson	Willis	Office of Rep. Gooden (TX-05)	Scheduler
Henry	Wilson	Permanent Select Committee on Intelligence	Operations Director
Jordan	Wilson	Committee on House Administration	Director of Member Services, Modernization & Innovation
Sophie	Windisch	Office of Rep. Roy (TX-21)	Scheduler
Taryn	Woody	Committee on Armed Services	Member Services Director
Ella	Yates	Committee on Judiciary	Senior Adviser/External Affairs Director
Tom	Young	Office of Rep. Kennedy (UT-03)	Scheduler
Lindsey	Zarriello	Office of Rep. Ciscomani (AZ-06)	Scheduler
Ashley	Zecca	Office of Rep. Walberg (MI-05)	Scheduler
Cate	Zidar	Office of Rep. James (MI-10)	Scheduler

Post-Travel Disclosure Instructions:

You are required to file 5 items with the Clerk's Office:

(1) Employee Post-Travel Disclosure Form (included)
(2) Completed Sponsor Post-Travel Disclosure Form, including attachments (included)
(3) Primary Trip Sponsor Form, including all attachments (completed by the Congressional Institute prior to the trip) (included)
(4) Page 2 of the completed Traveler Form you previously submitted to the House Ethics Committee, and
(5) the letter from the House Ethics Committee approving your participation on this trip.

File this entire packet with the Clerk of the House, by email at gifttravelreports@mail.house.gov, within 15 days after travel

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: Savannah Russell
2. a. Name of Accompanying Relative: _____ ***OR*** ☒ None
   b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify): _____
3. a. Dates: Departure: August 12, 2026 Return: August 13, 2026
   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: Scheduler best practices, integration of AI in schedule creation a maintenance, and scheduler relations with stakeholders and achieving member goals
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:** 8/24/26

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: Rep. Lisa McClain **Date:** _____

Signature of Supervising Member: _____

last updated 7/2023

COMMITTEE ON ETHICS

SPONSOR POST-TRAVEL DISCLOSURE FORM

☒ *Original* ☐ *Amendmen*

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 12, 2026 Date of Return: August 13, 2026
4. Name(s) of Traveler(s): See attached list

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

	Total **Transportation** Expenses	Total **Lodging** Expenses	Total **Meal** Expenses	Total **Other** Expenses (dollar amount per item and description)
Traveler	n/a	$209.98	$144.61	$297.94 - 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: Brenda L Becker **Date:** August 21, 2026

Name: Brenda Becker **Title:** Chair

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

2026 SCHEDULERS AND OPERATIONS DIRECTORS CONFERENCE

CONFERENCE AGENDA

DAY 1	The Congressional Institute welcomes you to this year's Schedulers and Operations Directors Conference, grounded in our commitment to strengthening the institution by supporting those who serve within it.		
Wednesday, August 12, 2026	**9:00 am**	**BUSES DEPART CAPITOL HILL**	S. Capitol Street (Between Rayburn & Longworth)
	10:00 am - 5:00 pm	**CONFERENCE REGISTRATION**	*Chesapeake Foyer*
	11:00 am - 12:15 pm	**WELCOME LUNCH**	Choptank Ballroom
	12:30 pm - 2:00 pm	**WELCOME REMARKS** Congressional Institute Staff **THE LEADER YOU ARE BECOMING: THE JOURNEY OF LEADERSHIP** **Dee Ann Turner**, CEO, Dee Ann Turner & Assoc. | Former Vice President for Talent, Chick-fil-A ***Courtney Butcher***, *Deputy Chief of Staff, Speaker of the House Mike Johnson, Moderator*	Chesapeake Ballroom
	2:30 pm - 3:30 pm	**AI TRAINING SESSION: OpenAI, ChatGPT** ***Meghan Dorn*** *and* ***David Sperry****, OpenAI, ChatGPT*	Chesapeake Ballroom
	3:30 pm - 4:30 pm	**AI TRAINING SESSION: Google, Gemini** ***Macaulay Porter****, Google, Gemini*	Chesapeake Ballroom
	4:30 pm - 5:30 pm	**AI TRAINING SESSION: Anthropic, Claude** ***Mary Croghan*** *and* ***Dylan Shields****, Anthropic, Claude*	*Chesapeake Ballroom*
	5:30 pm - 6:00 pm	**BREAK** *As a reminder, while participating in privately sponsored travel, you may not use this time for official meetings, agenda-setting activities, or campaign-related work. You may check email or briefly communicate with your office as needed.*	
	6:00 pm - 9:00 pm	**DINNER**	Regatta Pavilion (Outside)

DAY 2	Hotel checkout is at 11:00 am. Attendees may store luggage with the bellman if driving. Attendees riding the bus should bring their luggage to Choptank Ballroom.		
Thursday, August 13, 2026	**7:00 am - 7:45 am**	**START YOUR DAY ON THE RIGHT FOOT! (OPTIONAL)** *For those who are interested, join CI staff to walk the property along the Choptank River, meet your colleagues, and get your steps in before breakfast.*	*Hotel Lobby*
	7:45 am - 8:45 am	**BREAKFAST**	Water's Edge Grill
	9:00 am - 10:00 am	**THE CERTAINTY IN ADAPTABILITY** **Richard Eddings**, Chief of Staff, HB Strategies ***Jennifer Beil**, Operations Director, The Honorable Brett Guthrie, Moderator*	*Chesapeake Ballroom*
	10:00 am - 11:00 am	**FILLING PRIORITIES, NOT CALENDARS: BUILDING A STRATEGIC SCHEDULE** **Colleen Harmon**, Director of Operations, White House Office of Legislative Affairs | Former Scheduling Director, Senator JD Vance and Speaker of the House Mike Johnson **Abbie Sumbrum**, Chief of Staff, Rumble Inc. ***Brittany Smith**, Director of Scheduling and Operations, Speaker of the House Mike Johnson, Moderator*	*Chesapeake Ballroom*
	11:30 am - 1:00 pm	**WORKING LUNCH: OPERATIONAL EXCELLENCE** **Shannon DiBari**, SVP and Chief Operating Officer, American Petroleum Institute ***Abbie Sumbrum**, Chief of Staff, Rumble Inc., Moderator*	*Chesapeake Ballroom*
	1:15 pm - 2:15 pm	**SPEAK WITH CLARITY. RESPOND WITH CONFIDENCE.** **Alison Cheperdak, J.D.,** Best-Selling Author | Founder, Elevate Etiquette ***Jordan Wilson**, Director of Member Services, Modernization & Innovation, Committee on House Administration, Moderator*	*Chesapeake Ballroom*
	2:15 pm	**CONFERENCE CONCLUDES**	
	2:45 pm	**BUSES DEPART HOTEL**	Conference Center Entrance (Lower Level)
	4:45 pm	**BUSES ARRIVE AT CAPITOL HILL**	

2026 SCHEDULERS AND OPERATIONS DIRECTORS CONFERENCE

Participant List

First Name	Last Name	Company Name	Title
Sydney	Aalbers Burns	Office of Rep. Carter (TX-31)	Scheduler
Aidan	Aldridge	House Republican Conference	Member Services Coordinator
Sophie	Attiliis	Office of Rep. Griffith (VA-09)	Scheduler
Zehra	Bakirdan	Office of Rep. LaHood (IL-16)	Director of Operations
Shelly	Ballaish	Office of Rep. Mast (FL-21)	Scheduler
Emma	Banse	Office of Rep. Bacon (NE-02)	Director of Operations
Zachery	Barnes	Office of Rep. Feenstra (IA-04)	Scheduler
Jennifer	Beil	Office of Rep. Guthrie (KY-02)	Director of Operations
Noa	Benitah	Office of Rep. Miller-Meeks (IA-01)	Scheduler
Parker	Boggs	Office of Rep. Cammack (FL-03)	Director of Operations
Erika	Bone	Office of Rep. Bost (IL-12)	Operations Director
Owen	Boyd	Office of Rep. Burlison (MO-07)	Scheduler
Eva	Brady	Office of Rep. Steil (WI-01)	Scheduler
Jackie	Burke	Office of Majority Whip Emmer	Member Services Director
Elbia	Burtnett	Office of Rep. Fulcher (ID-01)	Director of Operations
Courtney	Butcher	Office of Speaker Johnson	Deputy Chief of Staff
Alexis	Cagan	Office of Rep. Kelly (PA-16)	Scheduler
Luke	Catanzaro	Office of Majority Leader Scalise	Membership Services Coordinator
Mallory	Cogar	Committee on Oversight and Government Reform	Operations Director/Chief Clerk
Natasha	Coleman	Office of Rep. Balderson (OH-12)	Scheduler
Maggie	Davis	Office of Rep. Jackson (TX-13)	Scheduler
Kaleigh	DeGeldere	Office of Speaker Johnson	Deputy Scheduling Director
Keimon	Dixson	Office of Rep. LaLota (NY-01)	Scheduler
Kristen	Doran	Office of Rep. Kean (NJ-07)	Operations Director
Greer	Ellender	Office of Majority Leader Scalise	Deputy Scheduler
Ross	Elston	Office of the Speaker	Cloakroom Floor Assistant
Alyssa	Erdel	House Republican Conference	Deputy Chief of Staff
Riley	Gobora	Office of Rep. Weber (TX-14)	Operations Director
Peyton	Harvey	Office of Rep. Mike Johnson	Director of Operations
Nicholas	Herlevic	Office of Rep. Shreve (IN-06)	Scheduler
Morgan	Hershey	Office of Speaker Johnson	Floor Assistant
Violet	Hibbard	Office of Rep. Schmidt (KS-02)	Scheduler
Yvonne	Hillis	Office of Rep. Spartz (IN-05)	Deputy Chief of Staff/Scheduler
Meagan	Jennings	Office of Rep. Cline (VA-06)	Operations Director
Alyssa	Jin	Office of Rep. Arrington (TX-19)	Operations Director
Milka	Jurado	Office of Rep. Harrigan (NC-10)	Scheduler
Ashlyn	Landes	Office of Rep. Fuller (GA-14)	Scheduler
John	Lanning	Office of Speaker Johnson	Assistant Director of Member Services
Noah	Larsen	Office of Rep. Tenney (NY-24)	Operations Director
Ashley	Lebda	Office of Rep. Fong (CA-20)	Scheduler
Lauren	Marolf	Office of Rep. Luna (FL-13)	Scheduler
Maiu	Mots	Office of Rep. Miller (WV-01)	Scheduler
Johannah	Murphy	Office of Rep. Calvert (CA-41)	Scheduler
Brianna	Nagle	Office of Rep. Houchin (IN-09)	Deputy Chief of Staff/Scheduler
Isabella	Persky	Office of Rep. Hudson (NC-09)	Scheduler
Paula	Restrepo	Office of Rep. Valadao (CA-22)	Scheduler
Marshall	Richardson	Office of Rep. Self (TX-03)	Director of Operations
Sydney	Russell	Office of Rep. Goldman (TX-12)	Scheduler
Savannah	Russell	Office of Rep. McClain (MI-09)	Scheduler
Ashlynn	Schultz	Office of Rep. Pfluger (TX-11)	Scheduler
Nicole	Serravillo	Office of Rep. Garbarino (NY-02)	Operations Director
Savannah	Smallwood	Office of Rep. Yakym (IN-02)	Director of Operations
Brittany	Smith	Office of Speaker Johnson	Director of Scheduling and Operations

2026 SCHEDULERS AND OPERATIONS DIRECTORS CONFERENCE

Participant List

Melina	Spatharis	House Republican Conference	Executive Assistant to the Chief of Staff
Katharine	Tate	Office of Rep. Scott Franklin (FL-18)	Deputy Chief of Staff
Paulina	Tes	Office of Rep. Van Duyne (TX-24)	Scheduler
Sasha	Torrealba	Office of Rep. Bentz (OR-02)	Scheduler
Amanda	Turner	Committee on Budget	Deputy Member Services Director
Hays	Turner	Office of Rep. McGuire (VA-05)	Scheduler
Grace	Utz	Office of Rep. Bice (OK-05)	Scheduler
Ashley	Van Horne	Office of Rep. Dunn (FL-02)	Operations Director
Jackie	Van Slambrook	Office of Rep. Scott (GA-8)	Operations Director
Jack	Vaughn	Office of Rep. Fischbach (MN-07)	Director of Operations
Ava	Verzani	Office of Rep. Lawler (NY-17)	Scheduler
Esmeralda	Villanueva	Office of Rep. Ogles (TN-05)	Director of Operations/Deputy Chief of Staff
Liles	Wall	Office of Rep. Carter (GA-01)	Scheduler
Lindsay	Walton	Office of Rep. Knott (NC-13)	Director of Scheduling
Jordan	Wilson	Committee on House Administration	Director of Member Services, Modernization & Innovation
Ashley	Zecca	Office of Rep. Walberg (MI-05)	Scheduler
Cate	Zidar	Office of Rep. James (MI-10)	Scheduler

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 12, 2026 Date of Return: August 13, 2026
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- $84.20, Day 2 - $66
      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: $210
   Reason(s) for Selecting: proximity to DC, availability & 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	$68.54	$210	$150.20
For each Accompanying Family Member	n/a	n/a	n/a

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee	$283.07	Room Rental
For each Accompanying Family Member	n/a	n/a

19. ***Check only one:***
    a. ☐ I certify that I am an officer of the organization listed below; **OR**
    b. ☐ *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. **I certify by my signature that**
    a. **I read and understand the Committee's Travel Regulations;**
    b. **I am not a registered federal lobbyist or registered foreign agent; and**
    c. **The information on this form is true, complete, and correct to the best of my knowledge.**

Signature: Brenda L. Becker Date: June 24, 2026

Name: Brenda Becker Title: Chair

Organization: Congressional Institute

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

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

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

PRIMARY TRIP SPONSOR FORM
ADDENDUM

Question 4: Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary):
See attached invitation list. This Congressional Institute sponsored conference focuses on the important 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, as well as any House staff who will present at the conference.

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 mission of the Congressional Institute (a 501(c)(4) nonprofit organization) is to provide information and educational resources, through conferences such as this one, that are designed to help Members of Congress and House staff best serve their constituents and perform their legislative and representational duties, and to promote public awareness of Congress and the legislative process.

This educational conference is designed for House staff serving in scheduling, operations, and/or similar roles in congressional offices. Specifically, it will feature outside experts and speakers who will discuss a variety of topics relevant to these positions and their unique duties, including among others, communications skills, House rules and procedures, operational best practices, and technology tools that can help improve efficiency and effectiveness inside their offices and in their individual positions.

The Congressional Institute is the sole organizer of this event and is solely responsible for organizing and funding the conference.

CONGRESSIONALINSTITUTE

YOU'RE INVITED

2026 Schedulers Conference

Wednesday, August 12 - Thursday, August 13

Hyatt Regency Chesapeake Bay
Cambridge, Maryland

This invitation is non-transferable.
House Ethics strictly prohibits the solicitation of travel for you or anyone else.

If you are no longer with this office, no longer serving as Scheduler, or need to update your contact information, please contact us.

REGISTER NOW

If you are unable to attend, please use the following link to decline the invitation.

DOWNLOAD ETHICS FORMS

ETHICS FORMS ARE DUE JULY 13, 2026.

Instructions: Complete the first two pages of the traveler form, attach a copy of this invitation and email to travel.requests@mail.house.gov.

If you think there is even a possibility you will attend,
we suggest filing your travel forms with the Ethics Committee.
You may always withdraw your paperwork.

DOWNLOAD DRAFT AGENDA

Please contact Katie Hrkman with any questions or call the Congressional Institute at 703-837-8812.

2026 SCHEDULING AND OPERATIONS CONFERENCE

DRAFT AGENDA

DAY 1	The Congressional Institute welcomes you to this year's Scheduling and Operations Conference, grounded in our commitment to strengthen the institution by supporting those who serve within it.		
Wednesday, August 12, 2026	**9:00 am**	**BUSES DEPART CAPITOL HILL**	S. Capitol Street (Between Rayburn & Longworth)
	10:00 am - 5:00 pm	**CONFERENCE REGISTRATION** Attendees may arrive and check in at any time during this open registration period to receive event materials and credentials.	
	11:00 am	**BUSES ARRIVE AT THE HYATT REGENCY CHESAPEAKE BAY**	
	12:30 pm - 2:00 pm	**KICKOFF & WELCOME** Brenda Becker, Chair, Congressional Institute Board of Directors **WORKING LUNCH: HIGH TECH, HIGH TOUCH: USING AI TO INCREASE EFFICIENCY WHILE STRENGTHENING THE OFFICE EXPERIENCE** This working lunch will explore how AI can be leveraged to create greater capacity and efficiency.	
	2:15 pm - 3:15 pm	**AI WORKSHOPS** How to use/apply the tools.	
	3:30 pm - 4:30 pm	**PROTOCOL: THE ART OF REPRESENTING YOUR DISTRICT WELL** This session will provide an overview of contemporary protocol that is essential for any congressional office.	
	6:00 pm - 9:00 pm	**DINNER: CONNECT, LEARN AND GROW** Through facilitated small-group discussions focused on common challenges and lessons learned, attendees will exchange ideas and share best practices, leaving with practical insights they can apply in their offices.	

DAY 2	

Thursday, August 13, 2026

7:00 am - 7:45 am	**START YOUR DAY ON THE RIGHT FOOT!** (optional) Walk the property along the Choptank River, meet your colleagues, and get your steps in before breakfast.	
7:45 am - 8:45 am	**BREAKFAST**	
9:00 am - 10:00 am	**HOW TO TREAT TIME** Attendees will leave with a renewed understanding of their responsibility as stewards of a Member's most valuable resource and the impact they have on the success of an office, the institution, and the people it serves.	
10:00 am - 11:00 am	**FILLING PRIORITIES, NOT CALENDARS: BUILDING A STRATEGIC SCHEDULE** This session will explore how to build a strategic framework that can help guide decision-making.	
11:30 am - 1:00 pm	**WORKING LUNCH: PURPOSE, PERFORMANCE AND PRODUCTIVITY** Panelists will share time management strategies to support long-term success.	
1:15 pm - 2:15 pm	**UNDERSTANDING THE ISSUES AND THE FLOOR: POLICY, PROCESS, AND PROCEDURE** This session will provide an overview of key House floor procedures and processes.	
2:15 pm - 3:15 pm	**REWRITING YOUR ROLE: YOUR VOICE MATTERS** This session will feature a panel discussion focused on strengthening communications skills.	
3:30 pm	**CONFERENCE CONCLUDES**	
4:00 pm	**BUSES DEPART HOTEL**	
6:00 pm	**BUSES ARRIVE AT CAPITOL HILL**	S. Capitol Street

2026 SCHEDULERS AND OPERATIONS DIRECTORS CONFERENCE

Invitation List

First Name	Last Name	Company Name	Title
Sydney	Aalbers Burns	Office of Rep. Carter (TX-31)	Scheduler
Sara Brooks	Adams	Office of Majority Leader Scalise	Deputy Operations Director
Jude	Al-hmoud	Office of Rep. Hinson (IA-02)	Deputy Chief of Staff/Scheduler
Aidan	Aldridge	House Republican Conference	Member Services Coordinator
Megan	Amen	Office of Rep. Wilson (SC-02)	Scheduler
Courtney	Anderson	Office of Rep. Van Orden (WI-03)	Deputy Chief of Staff/Scheduler
Shields	Armstrong	Office of Rep. Kelly (MS-01)	Scheduler
Sophie	Attiliis	Office of Rep. Griffith (VA-09)	Scheduler
Zehra	Bakirdan	Office of Rep. LaHood (IL-16)	Director of Operations
Amanda	Baldwin	Office of Rep. Moran (TX-01)	Chief of Staff
Shelly	Ballaish	Office of Rep. Mast (FL-21)	Scheduler
Jimmy	Ballard	Committee on Transportation and Infrastructure	Coalitions Director
Courtney	Ballenger	Office of Rep. Graves (MO-06)	Scheduler
Madeline	Baltz	Office of Rep. Moore (AL-01)	Scheduler
Emma	Banse	Office of Rep. Bacon (NE-02)	Director of Operations
Channing	Barker	Office of Rep. DesJarlais (TN-04)	Scheduler
Zachery	Barnes	Office of Rep. Feenstra (IA-04)	Scheduler
Layne	Barnett	Office of Rep. Miller (IL-15)	Scheduler
Jennifer	Beil	Office of Rep. Guthrie (KY-02)	Director of Operations
Maria	Bello	Office of Rep. De La Cruz (TX-15)	Scheduler
Noa	Benitah	Office of Rep. Miller-Meeks (IA-01)	Scheduler
Lili	Benzel	Office of Rep. Joyce (PA-13)	Scheduler
Emma	Bergstedt	Office of Rep. Moore (UT-01)	Scheduler
Savannah	Berryman	Office of Rep. Hill (AR-02)	Operations Director
Kiley	Bidelman	Committee on Judiciary	Chief Clerk
Parker	Boggs	Office of Rep. Cammack (FL-03)	Director of Operations
Genevieve	Boisvert	Office of Rep. Fine (FL-06)	Scheduler
Erika	Bone	Office of Rep. Bost (IL-12)	Operations Director
Alison	Booth	Office of Rep. Womack (AR-03)	Scheduler
Debra	Boutwell	Office of Rep. Guest (MS-03)	Scheduler
Owen	Boyd	Office of Rep. Burlison (MO-07)	Scheduler
Ansley	Boylan	Committee on Energy & Commerce	Director of Operations
Eva	Brady	Office of Rep. Steil (WI-01)	Scheduler
Madison	Bright	Office of Rep. Moore (NC-14)	Scheduler
Anna	Brock	Office of Rep. Smith (NE-03)	Scheduler
Sarah	Brown	Office of Rep. Biggs (AZ-05)	Scheduler
Rebecca	Brown	Committee on Natural Resources	Operations Director/Scheduler
Maddie	Bruno	Office of Rep. Schweikert (AZ-01)	Operations Director
Tabetha	Bryant	Office of Rep. Foxx (NC-05)	Scheduler
Errical	Bryant	Office of Rep. Fedorchak (ND-AL)	Deputy Chief of Staff/Scheduler
Jackie	Burke	Office of Majority Whip Emmer	Member Services Director
Elbia	Burtnett	Office of Rep. Fulcher (ID-01)	Director of Operations
Courtney	Butcher	Office of Speaker Johnson	Deputy Chief of Staff
Britney	Butler	Office of Rep. Stauber (MN-08)	Scheduler
Matthew	Cabiles	Office of Rep. Harshbarger (TN-01)	Scheduler
Alexis	Cagan	Office of Rep. Kelly (PA-16)	Scheduler
Christine	Callaghan	Office of Rep. Emmer (MN-06)	Scheduler
James	Capetanakis	Office of Rep. Malliotakis (NY-11)	Scheduler
Luke	Catanzaro	Office of Majority Leader Scalise	Membership Services Coordinator
Victoria	Cesaro	Office of Rep. Harris (MD-01)	Scheduler
Gracie	Chandler	Office of Rep. Patronis (FL-01)	Scheduler
Michelle	Chavez	Select Committee on China	Operations Director
Cooper	Cheetham	Office of Speaker Johnson	Operations Coordinator

2026 SCHEDULERS AND OPERATIONS DIRECTORS CONFERENCE
Invitation List

Linette	Choi	Office of Rep. Kim (CA-40)	Deputy Chief of Staff/Scheduler
Riley	Clarke	Office of Rep. Mills (FL-07)	Scheduler
Mallory	Cogar	Committee on Oversight and Government Reform	Operations Director/Chief Clerk
Addison	Cole	Office of Rep. Palmer (AL-06)	Scheduler
Natasha	Coleman	Office of Rep. Balderson (OH-12)	Scheduler
Hannah	Cooke	Office of Rep. McDowell (NC-06)	Deputy Chief of Staff/Scheduler
Kathryn	Cornell	Office of Rep. Estes (KS-04)	Scheduler
Isabella	Coslik	Office of Rep. Jordan (OH-04)	Scheduler
Savannah	Coughlin	Office of Rep. Fitzgerald (WI-05)	Scheduler
Trayce	Cowgill	Office of Rep. Turner (OH-10)	Scheduler
Brian	Cress	Office of Speaker Johnson	Deputy Director of Member Services
Marjorie	Daily	Office of Rep. Hageman (WY-AL)	Scheduler
Carole Anne	Dankler	Office of Rep. Rutherford (FL-05)	Scheduler
Jeanie	Davidovich	Office of Rep. Evans (CO-08)	Deputy Chief of Staff/Scheduler
Kayla	Davidson	Office of Rep. Loudermilk (GA-11)	Scheduler
Maggie	Davis	Office of Rep. Jackson (TX-13)	Scheduler
Kaleigh	DeGeldere	Office of Speaker Johnson	Deputy Scheduling Director
Nancy	Dehlinger	Office of Rep. Radewagen (AS-AL)	Scheduler
Shelby	Despain	Office of Rep. Haridopolos (FL-08)	Deputy Chief of Staff/Scheduler
Ross	Dietrich	Office of Rep. Mast (FL-21)	Deputy Chief of Staff
Keimon	Dixson	Office of Rep. LaLota (NY-01)	Scheduler
Logan	Dobbins	Committee on Ways and Means	Member Services Coordinator
Cathy	Doherty	Office of Rep. Miller (OH-07)	Scheduler
Elizabeth	Donahoo	Office of Rep. Murphy (NC-03)	Scheduler
Kristen	Doran	Office of Rep. Kean (NJ-07)	Operations Director
Kate	Dreyer	Office of Rep. Rogers (AL-03)	Scheduler
Claire	Dufault	Committee on Foreign Affairs	Operations Director
Bailey	Edwards	Office of Rep. Harris (NC-08)	Scheduler
Greer	Ellender	Office of Majority Leader Scalise	Deputy Scheduler
Ross	Elston	Office of the Speaker	Cloakroom Floor Assistant
Christopher	Erb	Committee on Rules	Operations Director
Alyssa	Erdel	House Republican Conference	Deputy Chief of Staff
Braden	Erksa	Office of Majority Whip Emmer	Assistant to the Chief of Staff
Olivia	Fahrmann	Office of Rep. Ezell (MS-04)	Operations Director
Teresa	Fischer	Office of Rep. Tiffany (WI-07)	Scheduler
Max	Fitch	Office of Majority Whip Emmer	Deputy Member Services Director
Emma Lou	Ford	Office of Rep. Hern (OK-01)	Scheduler
Lauren	Forrest	Office of Rep. Crane (AZ-02)	Scheduler
Greer	Foster	Office of Rep. Cloud (TX-27)	Scheduler
Emma	Frayberg	Office of Rep. McClintock (CA-05)	Scheduler
Leah	Fuenzalida	Office of Rep. Aderholt (AL-04)	Scheduler
Brianna	Garcia	Office of Rep. Smith (MO-08)	Scheduler
Kelsey	Giorgio	Office of Rep. Hamadeh (AZ-08)	Scheduler
Riley	Gobora	Office of Rep. Weber (TX-14)	Operations Director
Steven	Gonzalez	Committee on Veterans Affairs	Member Services Director
Belen	Gregory	Office of Rep. Rulli (OH-06)	Operations Director
Elana	Grenet	Office of Rep. Diaz-Balart (FL-26)	Scheduler
Joshua	Guest	Office of Rep. Crenshaw (TX-02)	Scheduler
Ella	Gunn	Office of Speaker Johnson	Cloakroom Floor Director
Jillian	Haggerty	Office of Rep. Downing (MT-02)	Scheduler
McKenna	Hamilton	Office of Rep. Boebert (CO-04)	Scheduler
Courtney	Handey	Office of Rep. Crawford (AR-01)	Scheduler
Hannah	Harding	Office of Rep. Collins (GA-10)	Operations Director
Michelle	Harold	Office of Rep. Crank (CO-05)	Scheduler

2026 SCHEDULERS AND OPERATIONS DIRECTORS CONFERENCE

Invitation List

Molly	Harrington	Office of Rep. Van Epps (TN-07)	Director of Operations
Maddi	Harris	Office of Rep. Fleischmann (TN-03)	Scheduler
Peyton	Harvey	Office of Rep. Mike Johnson	Director of Operations
Tyler	Hasenjaeger	Office of Rep. Hunt (TX-38)	Scheduler
Lindy	Hataway	Office of Rep. Letlow (LA-05)	Scheduler
Taylor	Hawkins	Office of Rep. Clyde (GA-09)	Scheduler
Andrew	Henthorn	Office of Rep. Latta (OH-05)	Scheduler
Nicholas	Herlevic	Office of Rep. Shreve (IN-06)	Scheduler
Grace	Herritage	Office of Rep. Bergman (MI-01)	Scheduler
Morgan	Hershey	Office of Speaker Johnson	Floor Assistant
Eleanor	Hester	Office of Rep. Joyce (OH-14)	Operations Director
Violet	Hibbard	Office of Rep. Schmidt (KS-02)	Scheduler
Jake	Hilkin	Office of Majority Leader Scalise	Member Services Director
Sydney	Hill	Office of Rep. Buchanan (FL-16)	Scheduler
Yvonne	Hillis	Office of Rep. Spartz (IN-05)	Deputy Chief of Staff/Scheduler
Kylie	Hinojosa	Committee on Oversight and Government Reform	Professional Staff Member/Administrative Clerk
Alexandra	Hopkins	Committee on Ways and Means	Operations Director
Hannah	Hughes	Office of Rep. Thompson (PA-15)	Scheduler
Lily	Hurt	Office of Rep. Onder (MO-03)	Operations Director
Hannah	Hussey	Office of Rep. Kustoff (TN-08)	Scheduler
Whitney	Hutson	Office of Rep. Rose (TN-06)	Director of Operations
Riley	Hyroop	Committee on Small Business	Scheduler
Elizabeth	Inman	Office of Rep. Moolenaar (MI-02)	Scheduler
Emma	Isern	Committee on Budget	Scheduler
Madeline	Jackson	Office of Rep. Barr (KY-06)	Scheduler
Dylan	Jacobs	House Republican Conference	Member Services Coordinator
Alyssa	Jennings	Office of Rep. Baird (IN-04)	Operations Director
Meagan	Jennings	Office of Rep. Cline (VA-06)	Operations Director
Alyssa	Jin	Office of Rep. Arrington (TX-19)	Operations Director
William	Johnson	Office of Speaker Johnson	Special Advisor
Sofia	Jones	Committee on Agriculture	Member Services Director
Milka	Jurado	Office of Rep. Harrigan (NC-10)	Scheduler
Ashlyn	Kammerlocher	Office of Rep. Barrett (MI-07)	Scheduler
Niko	Keddy	Committee on Homeland Security	Deputy Member Services Director
Madeline	Kelley	Committee on Natural Resources	Member Services Director
Hannah	Kelly	Office of Rep. Gill (TX-26)	Scheduler
Alyson	Kerr	Office of Rep. Van Drew (NJ-02)	Scheduler
Jonathan	Kirk	Committee on Ways and Means	Clerk
Emily	Kuenster	Office of Rep. Wagner (MO-02)	Scheduler
Reece	Kugler	Office of Rep. Stutzman (IN-03)	Scheduler
Kelley	Kurtz	Office of Rep. Rogers (KY-05)	Scheduler
Denise	Lambert	Office of Rep. Burchett (TN-02)	Operations Director (TN)
Ashlyn	Landes	Office of Rep. Fuller (GA-14)	Scheduler
Jake	Landes	Office of Rep. Messmer (IN-08)	Scheduler
John	Lanning	Office of Speaker Johnson	Assistant Director of Member Services
Noah	Larsen	Office of Rep. Tenney (NY-24)	Operations Director
Ashley	Lebda	Office of Rep. Fong (CA-20)	Scheduler
Hollis	Lemunyon	Office of Rep. Mackenzie (PA-07)	Scheduler
Sally	Lindsay	Office of Rep. Issa (CA-48)	Scheduler
Lauren	Lloyd	Office of Rep. Grothman (WI-06)	Scheduler
Kaitlin	Makuski	Office of Speaker Johnson	Coalitions Coordinator
Lauren	Marolf	Office of Rep. Luna (FL-13)	Scheduler
Macy	Martin	Office of Rep. Fitzpatrick (PA-01)	Scheduler
Athena	Mcallister	Office of Rep. Newhouse (WA-04)	Scheduler

2026 SCHEDULERS AND OPERATIONS DIRECTORS CONFERENCE
Invitation List

Kenadi	McCulloch	Office of Rep. Zinke (MT-01)	Scheduler
Evangeline	McLean	Committee on Judiciary	Clerk
Tyler	Micheletti	Committee on Transportation and Infrastructure	Operations Director
Nicolle	Miranda	Office of Rep. Wittman (VA-01)	Deputy Chief of Staff/Scheduler
Shelby	Mitchell	Office of Rep. Donalds (FL-19)	Scheduler
Gavin	Monk	Office of Rep. McCaul (TX-10)	Scheduler
Kristen	Monterroso	Committee on House Administration	Operations Director
Kyler	Mooney	Office of Rep. Nehls (TX-22)	Scheduler
Cameron	Morabito	Office of Rep. Mace (SC-01)	Director of Operations
Maiu	Mots	Office of Rep. Miller (WV-01)	Scheduler
Vanessa	Mourad	Office of Rep. Bilirakis (FL-12)	Scheduler
Sophie	Moyer	Office of Rep. Smucker (PA-11)	Scheduler
Johannah	Murphy	Office of Rep. Calvert (CA-41)	Scheduler
Ryan	Murphy	Committee on Energy and Commerce	Member Services Director
Brianna	Nagle	Office of Rep. Houchin (IN-09)	Deputy Chief of Staff/Scheduler
Abby	Natoli	Office of Rep. Wied (WI-08)	Director of Operations
David	Nelson	Office of Rep. Reschenthaler (PA-14)	Deputy Chief of Staff/Scheduler
Madison	Newsom	Office of Rep. Ellzey (TX-06)	Scheduler
Reedy	Newton	Office of Rep. Fry (SC-07)	Operations Director
Erin	Newton	Office of Rep. Bean (FL-04)	Scheduler
Angela	Nguyen	Office of Rep. Carey (OH-15)	Scheduler
Carlos	Nunes	Office of Rep. Kiley (CA-03)	Scheduler
Anderson	Okoniewski	Office of Rep. Stefanik (NY-21)	Deputy Chief of Staff/Scheduler
Sabrina	Parker	Office of Rep. Cole (OK-04)	Deputy Chief of Staff/Scheduler
Zoe	Paulmeier	Office of Rep. Timmons (SC-04)	Scheduler
Maritza	Pereira	Office of Rep. Gimenez (FL-28)	Scheduler
Isabella	Persky	Office of Rep. Hudson (NC-09)	Scheduler
Sage	Peterson	Committee on Science, Space and Technology	Operations Director
Blake	Phillips	Office of Rep. Mann (KS-01)	Operations Director
Marie	Price	Office of Speaker Johnson	Advisor to the Chief of Staff
Lauren	Radford	Office of Rep. Simpson (ID-02)	Scheduler
Bernadette	Reilly	Office of Rep. Brecheen (OK-02)	Operations Director
Paula	Restrepo	Office of Rep. Valadao (CA-22)	Scheduler
Marshall	Richardson	Office of Rep. Self (TX-03)	Director of Operations
Shelbie	Rogers	Office of Majority Whip Emmer	Director of Operations
Jake	Ronan	House Republican Conference	Deputy Chief of Staff/Scheduler
Eva	Roros	Office of Rep. Taylor (OH-02)	Scheduler
Savannah	Russell	Office of Rep. Van Duyne (TX-24)	Press Secretary
Sydney	Russell	Office of Rep. Goldman (TX-12)	Scheduler
Savannah	Russell	Office of Rep. McClain (MI-09)	Scheduler
Katherine	Russo	Committee on Education and the Workforce	Member Services and Coalitions Director
Rachel	Salle	Office of Rep. Jack (GA-03)	Scheduler
Arvin	Salonga	Office of Rep. Moylan (GU-AL)	Scheduler
Mattie	Schmidt	Office of Rep. Amodei (NV-02)	Scheduler
Kalyn	Schroeder	Office of Rep. Obernolte (CA-23)	Operations Director
Ashlynn	Schultz	Office of Rep. Pfluger (TX-11)	Scheduler
Madison	Sedwick	Office of Rep. McCormick (GA-07)	Scheduler
Ellen	Seher	Office of Majority Leader Scalise	Scheduler
Howard	Senior	Office of Rep. Salazar (FL-27)	Operations Director
Nicole	Serravillo	Office of Rep. Garbarino (NY-02)	Operations Director
Elizabeth	Shavers	Office of Rep. Steube (FL-17)	Scheduler
Sophie	Shea	Committee on Financial Services	Member Services Coordinator
Kailyn	Sheehan	Office of Rep. Moore (WV-02)	Director of Operations
Curtis	Sheets	Office of Rep. Owens (UT-04)	Scheduler

2026 SCHEDULERS AND OPERATIONS DIRECTORS CONFERENCE

Invitation List

Abigail	Shepherd	Office of Rep. Baumgartner (WA-05)	Scheduler
McKenna	Simpson	Office of Rep. Edwards (NC-11)	Scheduler
Hannah	Singleton	Office of Rep. Norman (SC-05)	Operations Director
Darbey	Sinklier	Office of Rep. Luttrell (TX-08)	Scheduler
Savannah	Smallwood	Office of Rep. Yakym (IN-02)	Director of Operations
Brittany	Smith	Office of Speaker Johnson	Director of Scheduling and Operations
Ashley Jean	Smith	Office of Rep. Begich (AK-AL)	Director of Operations
Danny	Smith	Committee on Science, Space and Technology	Member Services Director
Glenn	Smith	Office of Rep. Lucas (OK-03)	Scheduler
Brock	Snyder	Committee on Judiciary	Clerk
Talya	Somers	Office of Rep. Sessions (TX-17)	Scheduler
Kristen	Sonderegger	Office of Rep. Kiggans (VA-02)	Scheduler
Melina	Spatharis	House Republican Conference	Executive Assistant to the Chief of Staff
Chase	Stephens	Office of Rep. Meuser (PA-09)	Scheduler
Austin	Stewart	Office of Rep. Flood (NE-01)	Scheduler
Stephanie	Stewart	Office of Rep. Huizenga (MI-04)	Scheduler
Sophia	Stewart	Office of Rep. Babin (TX-36)	Scheduler
Lucy	Stokes	Office of Rep. Allen (GA-12)	Scheduler
Kirk	Stone	Office of Rep. King-Hinds (MP-AL)	Scheduler
Jonathon	Sundet	Office of Rep. Dusty Johnson (SD-AL)	Scheduler
AJ	Swinson	Committee on Judiciary	Coalitions and Outreach Director
Molly	Sykes	Office of Rep. Mike Bost (IL-12)	Scheduler
Katharine	Tate	Office of Rep. Scott Franklin (FL-18)	Deputy Chief of Staff
Paulina	Tes	Office of Rep. Van Duyne (TX-24)	Scheduler
Reagan	Thompson	Office of Rep. Alford (MO-04)	Scheduler
Brenan Garrett	Tjelmeland	Committee on Appropriations	Operations Director
Sophia	Tomlinson	Office of Rep. Davidson (OH-08)	Scheduler
Sasha	Torrealba	Office of Rep. Bentz (OR-02)	Scheduler
Marcus	Towns	Committee on Appropriations	Member Services Director
Grace	Tricomi	Committee on Small Business	Member Services and Coalitions Director
Mary	Troutman	Office of Rep. Massie (KY-04)	Office Manager
Avery	Tucker	Office of Rep. Higgins (LA-03)	Operations Director
Hays	Turner	Office of Rep. McGuire (VA-05)	Scheduler
Amanda	Turner	Committee on Budget	Deputy Member Services Director
Jason	Tyler	Committee on Oversight and Government Reform	Clerk
Grace	Utz	Office of Rep. Bice (OK-05)	Scheduler
Ashley	Van Horne	Office of Rep. Dunn (FL-02)	Operations Director
Jackie	Van Slambrook	Office of Rep. Scott (GA-8)	Operations Director
Kim	VanderMeulen	Office of Rep. Rouzer (NC-07)	Scheduler
Jack	Vaughn	Office of Rep. Fischbach (MN-07)	Director of Operations
Ava	Verzani	Office of Rep. Lawler (NY-17)	Scheduler
Esmeralda	Villanueva	Office of Rep. Ogles (TN-05)	Director of Operations/Deputy Chief of Staff
Ann	Vogel	Committee on Education and Workforce	Director of Operations
Carsyn	Waldrop	Office of Rep. Strong (AL-05)	Scheduler
Liles	Wall	Office of Rep. Carter (GA-01)	Scheduler
Lindsay	Walton	Office of Rep. Knott (NC-13)	Director of Scheduling
Jamie	Wehling	Office of Rep. Hurd (CO-03)	Operations Director
Johanna	Wells	Office of Rep. Biggs (SC-03	Scheduler
Sydney	Wendel	Office of Rep. Langworthy (NY-23)	Scheduler
John	Whitmore	Committee on Homeland Security	Coalitions Director/Operations Director
Sidney	Wier	Office of Rep. Lee (FL-15)	Scheduler
Carol	Wiest	Office of Rep. Perry (PA-10)	Scheduler
Joshua	Williams	Office of Rep. Smith (NJ-04)	Scheduler
Maura	Williams	Office of Rep. Johnson (SD-AL)	Scheduler

2026 SCHEDULERS AND OPERATIONS DIRECTORS CONFERENCE

Invitation List

Jackson	Willis	Office of Rep. Gooden (TX-05)	Scheduler
Henry	Wilson	Permanent Select Committee on Intelligence	Operations Director
Jordan	Wilson	Committee on House Administration	Director of Member Services, Modernization & Innovation
Sophie	Windisch	Office of Rep. Roy (TX-21)	Scheduler
Taryn	Woody	Committee on Armed Services	Member Services Director
Ella	Yates	Committee on Judiciary	Senior Adviser/External Affairs Director
Tom	Young	Office of Rep. Kennedy (UT-03)	Scheduler
Lindsey	Zarriello	Office of Rep. Ciscomani (AZ-06)	Scheduler
Ashley	Zecca	Office of Rep. Walberg (MI-05)	Scheduler
Cate	Zidar	Office of Rep. James (MI-10)	Scheduler

Michael Guest, Mississippi
Chairman
Mark DeSaulnier, California
Ranking Member

Andrew R. Garbarino, New York
Ashley Hinson, Iowa
Nathaniel Moran, Texas
Brad Knott, North Carolina

Deborah K. Ross, North Carolina
Glenn F. Ivey, Maryland
Sylvia R. Garcia, Texas
Suhas Subramanyam, Virginia

ONE HUNDRED NINETEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Thomas A. Rust
Staff Director and Chief Counsel

Jordan Downs
Chief of Staff to the Chairman

David Arrojo
Counsel to the Ranking Member

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Washington, D.C. 20515–6328
Telephone: (202) 225–7103
https://Ethics.House.gov

August 7, 2026

Ms. Savannah Russell
Office of the Honorable Lisa C. McClain
562 Cannon House Office Building
Washington, DC 20515

Dear Ms. Russell:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for August 12 to 13, 2026, sponsored by Congressional Institute.

Committee travel regulations require that you submit your complete pre-trip approval request to the Committee at least 30 days before the commencement of the trip or it will not be granted. Despite your failure to do so in this instance, we are approving your current request. However, any future requests must adhere to the 30-day requirement or they will be denied.

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 $525 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

Mark DeSaulnier
Ranking Member

MG/MD:amr