

U.S. House of Representatives
Committee on Ethics

LEGISLATIVE RESOURCE CENTER

2013 MAY 22 AM 10:31

EMPLOYEE POST-TRAVEL DISCLOSURE FORM

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, B-106 Cannon House Office Building, 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: Laurie Esau
2. a. Name of accompanying relative: _____ or None
 b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates of departure and return: Departure: 5/9/13 Return: 1/11/13
 b. Dates at personal expense (if any): _____ or None
4. Departure city: DC Destination: Hot Springs Return city: DC
5. Sponsor(s) (who paid for the trip): The Congressional Institute
6. Describe meetings and events attended: They were mostly best practices for managing your office, communicating with your constituents & legislative issues.
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 Grantmaking or Non-Grantmaking Sponsor Forms;
 - 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 that statement is true by checking 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: L. Esau DATE: 5-20-13

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: ERIK PAULSEN DATE: 5-20-13

SIGNATURE OF SUPERVISING MEMBER: Erik Paulsen

U.S. House of Representatives
Committee on Ethics

SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. *A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 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 for the trip): The Congressional Institute
2. Travel Destination(s): The Homestead, Hot Springs, Virginia
3. Date of Departure: May 9, 2013 Date of Return: May 11, 2013
4. Name(s) of Traveler(s): See attached
(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 response to Question 4:

| | Total Transportation Expenses | Total Lodging Expenses | Total Meal Expenses | Other Expenses (dollar amount per item and description) |
|-----------------------|-------------------------------|------------------------|---------------------|---------------------------------------------------------|
| Traveler | \$0.00 | \$388.59 | \$305.39 | N/A |
| Accompanying Relative | \$0.00 | \$0.00 | \$241.74 | 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: 

Name: Mark Strand Title: President

Organization: The Congressional Institute

I am an officer of the above-named organization (signify statement is true by checking box):

Address: 1700 Diagonal Road, Suite 730
Alexandria, VA 22314

Telephone number: 703-837-8812

Email Address: strand@conginst.org

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

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7105.

U.S. House of Representatives
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. *Form (and any attachments) may be faxed to the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.*

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: Laurie Esau

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: Erik Paulsen (MN03)

Office address: 127 Cannon HOB, Washington, DC 20515

Telephone number: 202.225.2871

Email address of contact person: laurie.esau@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:

Committee on Ethics
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (fax)
Travel email: travel.requests@mail.house.gov

U.S. House of Representatives
Committee on Ethics

TRAVELER FORM

1. Name of Traveler: Laurie Esau
2. Sponsor(s) (who will be paying for the trip): The Congressional Institute
3. Travel destination(s): Hot Springs, VA
4. a. Date of departure May 9, 2013 Date of return: May 11, 2013
b. Will you be extending the trip at your personal expense? Yes No
If yes, dates at personal expense: _____
5. a. Will you be accompanied by a relative at the sponsor's expense? Yes No
b. If yes:
(1) Name of accompanying relative: _____
(2) Relationship to traveler: Spouse Child Other (specify): _____
(3) Accompanying relative is at least 18 years of age: Yes No
6. a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? Yes No
b. If yes, explain why the second night of lodging is warranted:

7. Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No
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.
It is an educational retreat for Chiefs of Staff. I am the Chief of Staff for Congressman Erik Paulsen. I HOPE TO LEARN ABOUT BEST PRACTICES FOR MANAGING OUR OFFICES & COMMUNICATING WITH CONSTITUENTS.
9. Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? Yes No

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.

Date: 4/8/13

Erik Paulsen
Signature of Employing Member

U.S. House of Representatives
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 Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1. Sponsor (who will be paying for the trip): The Congressional Institute, Inc.

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 primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities: or
 - c. 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:

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.

5. Is travel being offered to an accompanying relative of the House invitee(s)? Yes No

6. Date of departure: May 9, 2013 Date of return: May 11, 2013

7. a. City of departure: Washington, D.C.
b. Destination(s): Hot Springs, Virginia
c. City of return: Washington, D.C.

8. I represent that (check one of the following):
 - 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 one of the following:
 - a. I checked 8(a) or (b) above:
 - b. I checked 8(c) above but am not offering any lodging:
 - 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 "d" is checked, explain why the second night of lodging is warranted: _____

10. Attached is a detailed agenda of the activities the 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 one:

- 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 that the statement is true by checking box): or
b. N/A - 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:

The purpose of the sponsor, a 501(c)(4) organization, is to promote public education about Congress and to hold educational conferences for Members of Congress, staff and others.

13. Answer parts a and b. Answer part c if necessary:

- a. Mode of travel: Air Rail Bus Car Other (Specify: Travel not offered)
b. Class of travel: Coach Business First Charter Other (Specify: N/A)
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. I represent that either (check one of the following):

- 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): Thursday - \$93.42, Friday - \$167.04; Saturday - \$57.47

2) Provide reason for selecting the location of the event or trip: Relative proximity to Washington, D.C., availability, and the capability to handle a large event. Previous committee approval at location for Member Retreat in 2009.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel name: The Homestead City: Hot Springs Cost per night: \$195.00

Reason(s) for selecting: Proximity to Washington, D.C.; able to hold large event

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 box):
18. TOTAL EXPENSES FOR EACH PARTICIPANT:

| <input checked="" type="checkbox"/> actual amounts <input type="checkbox"/> good faith estimates | Total Transportation Expenses per Participant | Total Lodging Expenses per Participant | Total Meal Expenses per Participant |
|-----------------------------------------------------------------------------------------------------|-----------------------------------------------|----------------------------------------|-------------------------------------|
| For each Member, Officer, or employee | \$0 | \$388.59 | \$317.93 |
| For each accompanying relative | \$0 | \$0 | \$265.91 |

| | 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 | \$0 | \$0 |
| For each accompanying relative | \$0 | \$0 |

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

19. Check one:
 a. I certify that I am an officer of the organization listed below. *or*
 b. N/A – sponsor is an individual or a U.S. institution of higher education.
20. I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
21. I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.

Signature: _____

Name: Mark Strand

Title: President

Organization: The Congressional Institute

Address: 1700 Diagonal Road, Suite 730, Alexandria, VA 22314

Telephone number: 703-837-8812

Email address: strand@conginst.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
 U.S. House of Representatives
 1015 Longworth House Office Building
 Washington, DC 20515
 (202) 225-7103 (phone)
 (202) 225-7392 (general fax)

Revised date 2/2013 by Committee on Ethics

K. Michael Conaway, Texas
Chairman
Linda T. Sánchez, California
Ranking Member

Charles W. Dent, Pennsylvania
Patrick Meehan, Pennsylvania
Trey Gowdy, South Carolina
Susan W. Brooks, Indiana

Paul R. Ryan, Puerto Rico
Michael E. Caputo, Massachusetts
Yvonne D. Clarke, New York
Ted Denton, Florida



ONE HUNDRED THIRTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

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Staff Director and Chief Counsel

Jeanne Wilne
Administrative Staff Director

Jackie M. Barber
Counsel to the Chairman

Daniel J. Taylor
Counsel to the Ranking Member

1015 Longworth House Office Building
Washington, D.C. 20515-6328
Telephone: (202) 225-7103
Facsimile: (202) 225-7892

May 6, 2013

Ms. Laurie L. Esau
Office of the Honorable Erik Paulsen
127 Cannon House Office Building
Washington, DC 20515

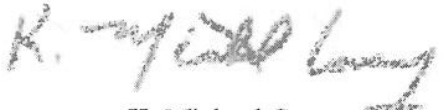
Dear Ms. Esau:

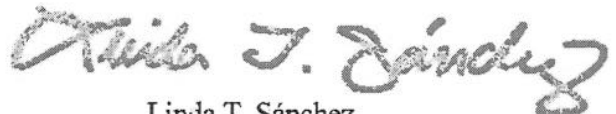
Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Hot Springs, Virginia, scheduled for May 9 to 11, 2013, sponsored by the Congressional Institute.

You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Traveler Form completed by you and signed by your employing Member. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$350 from a single source on Schedule VII of that statement.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,


K. Michael Conaway
Chairman


Linda T. Sánchez
Ranking Member

KMC/LTS:kd

2013 Chiefs of Staff Retreat

| | Name | | Institution | Reason Invited: |
|----|----------|-----------|---------------------------------------|------------------|
| 1 | Karl | Ahlgren | Office of Rep. Mullin | Chief of Staff |
| 2 | Johnny | Amaral | Office of Rep. Nunes | Chief of Staff |
| 3 | Mark | Anderson | Office of Rep. Terry | Chief of Staff |
| 4 | Gary | Andres | Committee on Energy and Commerce | Committee Staff |
| 5 | Seth | Appleton | Office of Rep. Luetkemeyer | Chief of Staff |
| 6 | John | Ariale | Office of Rep. Crenshaw | Chief of Staff |
| 7 | Kim | Badenhop | Office of Rep. Cramer | Chief of Staff |
| 8 | Tim | Baker | Office of Rep. Graves. Tom | Chief of Staff |
| 9 | Amy | Barrera | Office of the Republican Leader | Leadership Staff |
| 10 | Stacy | Barton | Office of Rep. Runyan | Chief of Staff |
| 11 | Brendan | Belair | Office of Rep. Doug Collins | Chief of Staff |
| 12 | Chris | Berardini | Office of Rep. Grimm | Chief of Staff |
| 13 | Eric | Bergren | Office of Rep. Guthrie | Chief of Staff |
| 14 | Tim | Berry | Office of the Republican Whip | Leadership Staff |
| 15 | Chris | Bertram | Committee on Transportation and | Committee Staff |
| 16 | Kim | Betz | House Republican Conference | Leadership Staff |
| 17 | Igor | Birman | Office of Rep. McClintock | Chief of Staff |
| 18 | Brad | Bohannon | Office of Rep. Westmoreland | Chief of Staff |
| 19 | Eric | Bohl | Office of Rep. Hartzler | Chief of Staff |
| 20 | Jason | Bohrer | Office of Rep. Labrador | Chief of Staff |
| 21 | Robert | Boland | Office of Rep. Bachmann | Chief of Staff |
| 22 | Rob | Borden | Office of the Republican Leader | Leadership Staff |
| 23 | Casey | Bowman | Office of Rep. Herrera Beutler | Chief of Staff |
| 24 | David | Bowser | Office of Rep. Broun | Chief of Staff |
| 25 | Stephen | Boyd | Office of Rep. Roby | Chief of Staff |
| 26 | Neil | Bradley | Office of the Republican Leader | Leadership Staff |
| 27 | Larry | Brady | Committee on Oversight and Government | Committee Staff |
| 28 | Jim | Brandell | Office of Rep. Camp | Chief of Staff |
| 29 | Kelli | Briggs | Office of Rep. Tiberi | Chief of Staff |
| 30 | Tom | Brown | Office of Rep. Graves. Sam | Chief of Staff |
| 31 | Jennifer | Brown | Office of Rep. Smith, Lamar | Chief of Staff |

2013 Chiefs of Staff Retreat

| | Name | Institution | Reason Invited: |
|----|-------------------|-----------------------------------|------------------------|
| 32 | Joel Brubaker | Office of Rep. Capito | Chief of Staff |
| 33 | Joel Brubaker | Office of Rep. Moore Capito | Chief of Staff |
| 34 | Natalie Buchanan | Office of the Republican Whip | Leadership Staff |
| 35 | Eric Burgeson | Office of Rep. Shuster | Chief of Staff |
| 36 | Stuart Burns | Office of Rep. Posey | Chief of Staff |
| 37 | Tim Cameron | House Republican Conference | Leadership Staff |
| 38 | Kat Cammack | Office of Rep. Yoho | Chief of Staff |
| 39 | James Carstensen | Office of Rep. Latham | Chief of Staff |
| 40 | Jessica Carter | Office of Rep. Fincher | Chief of Staff |
| 41 | Ed Cassidy | Office of the Speaker | Leadership Staff |
| 42 | Jon Causey | Office of Rep. Bucshon | Chief of Staff |
| 43 | Doug Centilli | Office of Rep. Brady | Chief of Staff |
| 44 | Mark Chenoweth | Office of Rep. Pompeo | Chief of Staff |
| 45 | Jordan Clark | Office of Rep. Thompson | Chief of Staff |
| 46 | Kirk Clinkenbeard | Office of Rep. Stockman | Chief of Staff |
| 47 | John Connell | Office of Rep. Todd Young | Chief of Staff |
| 48 | Marjorie Connell | House Republican Conference | Leadership Staff |
| 49 | Chris Connelly | Office of Rep. Rigell | Chief of Staff |
| 50 | Jeffrey Connor | Office of Rep. Emerson | Chief of Staff |
| 51 | Rory Cooper | Office of the Republican Leader | Leadership Staff |
| 52 | Derick Corbett | Office of Rep. Woodall | Chief of Staff |
| 53 | Doug Coutts | Office of Rep. Cotton | Chief of Staff |
| 54 | Kelly Craven | Committee on House Administration | Committee Staff |
| 55 | Michael Cravens | Office of Rep. Harper | Chief of Staff |
| 56 | Brian Crawford | Office of Rep. Rooney | Chief of Staff |
| 57 | McKay Daniels | Office of Rep. Ribble | Chief of Staff |
| 58 | Jen Daulby | Office of Rep. Davis | Chief of Staff |
| 59 | Jonathan Day | Office of Rep. Wilson | Chief of Staff |
| 60 | Pamela Day | Office of Rep. Don Young | Chief of Staff |
| 61 | Wiley Deck | Office of Rep. Mica | Chief of Staff |
| 62 | Adam Deguire | Office of Rep. Salmon | Chief of Staff |

2013 Chiefs of Staff Retreat

| Name | | Institution | Reason Invited: |
|------|------------------|-------------------------------|------------------|
| 63 | Brendon DeToro | Office of Rep. Walorski | Chief of Staff |
| 64 | John DeStefano | Office of the Speaker | Leadership Staff |
| 65 | Jeremy Deutsch | House Republican Conference | Leadership Staff |
| 66 | Jon DeWitte | Office of Rep. Huizenga | Chief of Staff |
| 67 | Dino DiSanto | Office of Rep. Joyce | Chief of Staff |
| 68 | Kelly Dixon | Office of the Republican Whip | Leadership Staff |
| 69 | Jeff Dobrozsi | Office of Rep. Boustany | Chief of Staff |
| 70 | Glen Downs | Office of Rep. Jones | Chief of Staff |
| 71 | Andrew Duke | Office of Rep. Hensarling | Chief of Staff |
| 72 | Annie Dutton | Office of Rep. Gerlach | Chief of Staff |
| 73 | Rick Dykema | Office of Rep. Rohrabacher | Chief of Staff |
| 74 | Erica Elliott | Office of the Republican Whip | Leadership Staff |
| 75 | Laurie Esau | Office of Rep. Paulsen | Chief of Staff |
| 76 | Tal Eslick | Office of Rep. Valadao | Chief of Staff |
| 77 | Arturo Estopinan | Office of Rep. Ros-Lehtinen | Chief of Staff |
| 78 | Greg Facchiano | Office of Rep. Heck | Chief of Staff |
| 79 | Kevin Fogarty | Office of Rep. King, Peter | Chief of Staff |
| 80 | Bart Forsyth | Office of Rep. Sensenbrenner | Chief of Staff |
| 81 | Anthony Foti | Office of Rep. Ross | Chief of Staff |
| 82 | Nancy Fox | Office of Rep. Frelinghuysen | Chief of Staff |
| 83 | Jamie Gahun | Office of Rep. Culberson | Chief of Staff |
| 84 | Dana Gartzke | Office of Rep. Fleming | Chief of Staff |
| 85 | Debbie Gebhardt | Office of Rep. Petri | Chief of Staff |
| 86 | Dee Gilmore | Office of Rep. Forbes | Chief of Staff |
| 87 | Stacey Glasscock | Office of Rep. Lucas | Chief of Staff |
| 88 | Harry Glenn | Office of Rep. C.W. Young | Chief of Staff |
| 89 | Rick Goddard | Office of Rep. Amodei | Chief of Staff |
| 90 | Cesar Gonzalez | Office of Rep. Diaz-Balart | Chief of Staff |
| 91 | Bob Goodlatte | Member of Congress | Invited Speaker |
| 92 | Jenny Gorski | Office of Rep. Hastings | Chief of Staff |
| 93 | Justin Grabelle | Office of Rep. Nugent | Chief of Staff |

2013 Chiefs of Staff Retreat

| Name | | Institution | Reason Invited: |
|------|-------------------|---------------------------------|------------------|
| 94 | Chris Grant | Office of Rep. Chris Collins | Chief of Staff |
| 95 | Tyler Grassmeyer | Office of Rep. Rice | Chief of Staff |
| 96 | Scott Graves | Office of Rep. Conaway | Chief of Staff |
| 97 | Bentley Graves | Office of Rep. King, Steve | Chief of Staff |
| 98 | Bill Greene | Office of the Speaker | Leadership Staff |
| 99 | Bob Griffiths | Office of Rep. John Duncan | Chief of Staff |
| 100 | Connie Hair | Office of Rep. Gohmert | Chief of Staff |
| 101 | Colby Hale | Office of Rep. Williams | Chief of Staff |
| 102 | Clayton Hall | Office of Rep. Griffin | Chief of Staff |
| 103 | Hugh Halpern | Committee on Rules | Committee Staff |
| 104 | Mike Hamilton | Office of Rep. McKinley | Chief of Staff |
| 105 | Chris Hansen | Office of Rep. Gardner | Chief of Staff |
| 106 | Justin Harding | Office of Rep. Chaffetz | Chief of Staff |
| 107 | Derek Harley | Office of Rep. Wenstrup | Chief of Staff |
| 108 | Mary Annie Harper | Office of Rep. LoBiondo | Chief of Staff |
| 109 | Jeff Harvey | Office of Rep. Reichert | Chief of Staff |
| 110 | Betsy Hawkings | Office of Rep. Barr | Chief of Staff |
| 111 | Andrew Hawkins | Office of Rep. Mike Rogers | Chief of Staff |
| 112 | James Hayes | Office of Rep. Benishek | Chief of Staff |
| 113 | Jonathan Hayes | Office of Rep. Southerland | Chief of Staff |
| 114 | Dave Heil | Office of Rep. Sam Johnson | Chief of Staff |
| 115 | Doug Heye | Office of the Republican Leader | Leadership Staff |
| 116 | Cory Hicks | Office of Rep. Whitfield | Chief of Staff |
| 117 | Michael Higdon | Office of Rep. Hal Rogers | Chief of Staff |
| 118 | Greg Hill | Committee on Homeland Security | Committee Staff |
| 119 | Jean Hinz | Office of Rep. Kline | Chief of Staff |
| 120 | Jim Hippe | Office of Rep. Fleischmann | Chief of Staff |
| 121 | Nate Hodson | House Republican Conference | Leadership Staff |
| 122 | Hans Hoeg | Office of Rep. Massie | Chief of Staff |
| 123 | Adam Howard | Office of Rep. Turner | Chief of Staff |
| 124 | Shelley Husband | Committee on the Judiciary | Committee Staff |

2013 Chiefs of Staff Retreat

| Name | Institution | Reason Invited: | |
|--------------|--------------------|----------------------------------|------------------|
| 125 Monica | Jirik | Office of Rep. Smith, Adrian | Chief of Staff |
| 126 Brad | Jones | Office of Rep. Pittenger | Chief of Staff |
| 127 Dave | Karvelas | Office of Rep. Buchanan | Chief of Staff |
| 128 Joseph | Kaufman | Office of Rep. Bridenstine | Chief of Staff |
| 129 Andy | Keiser | Committee on Intelligence | Committee Staff |
| 130 Charlie | Keller | Office of Rep. Goodlatte | Chief of Staff |
| 131 Hans | Klingler | Office of Rep. McCaul | Chief of Staff |
| 132 Tucker | Knott | Office of Rep. Holding | Chief of Staff |
| 133 Trevor | Kolego | Office of the Speaker | Leadership Staff |
| 134 Tim | Kolpien | Office of Rep. Reed | Chief of Staff |
| 135 Athan | Koutsouroumbas | Office of Rep. Fitzpatrick | Chief of Staff |
| 136 Mick | Krieger | Office of Rep. Boehner | Chief of Staff |
| 137 Adam | Kuhn | Office of Rep. Stivers | Chief of Staff |
| 138 Randy | Kutz | Office of Rep. Franks | Chief of Staff |
| 139 Pete | Larkin | Office of Rep. Goodlatte | Chief of Staff |
| 140 Jason | Larrabee | Office of Rep. Denham | Chief of Staff |
| 141 Matt | Leffingwell | Office of Rep. Granger | Chief of Staff |
| 142 Pat | Leopold | Office of Rep. Jenkins | Chief of Staff |
| 143 Muffy | Lewis | Office of Rep. Campbell | Chief of Staff |
| 144 Joe | Lillis | Office of Rep. Long | Chief of Staff |
| 145 Matt | Lloyd | Office of Rep. Stutzman | Chief of Staff |
| 146 Mike | Long | Office of the Republican Whip | Leadership Staff |
| 147 Brett | Loper | Office of the Speaker | Leadership Staff |
| 148 Mike | Lurie | House Republican Conference | Leadership Staff |
| 149 Al | Lytton | Office of Rep. Ellmers | Chief of Staff |
| 150 Brian | MacDonald | Office of Rep. Walden | Chief of Staff |
| 151 Marshall | Macomber | Office of Rep. Mike D. Rogers | Chief of Staff |
| 152 Adam | Magary | Office of Rep. Lamborn | Chief of Staff |
| 153 Ted | Maness | Office of Rep. Nunnelee | Chief of Staff |
| 154 Alexa | Marrero | Committee on Energy and Commerce | Committee Staff |
| 155 Josh | Martin | Office of Rep. Thornberry | Chief of Staff |

2013 Chiefs of Staff Retreat

| Name | | Institution | Reason Invited: |
|------|-----------------------|---------------------------------|------------------|
| 156 | Margaux Matter Radano | Office of Rep. Fortenberry | Chief of Staff |
| 157 | Kelly McCollum | Office of Rep. Griffith | Chief of Staff |
| 158 | Matt McCullough | Office of Rep. Southerland | Chief of Staff |
| 159 | Ed McDonald | Office of Rep. Coble | Chief of Staff |
| 160 | George McElwee | Office of Rep. Dent | Chief of Staff |
| 161 | Dan McFaul | Office of Rep. Jeff Miller | Chief of Staff |
| 162 | Shannon McGahn | Committee on Financial Services | Committee Staff |
| 163 | Katherine McGuire | Office of Rep. Hultgren | Chief of Staff |
| 164 | Chara McMichael | Office of Rep. Weber | Chief of Staff |
| 165 | Pete Meachum | Office of Rep. Duffy | Chief of Staff |
| 166 | Doug Menorca | Office of Rep. Messer | Chief of Staff |
| 167 | Matt Meyer | Office of Rep. Roe | Chief of Staff |
| 168 | Vicki Middleton | Office of Rep. Hunter | Chief of Staff |
| 169 | Jonas Miller | Office of Rep. Carter | Chief of Staff |
| 170 | James Min | Office of Rep. McCarthy | Chief of Staff |
| 171 | Todd Mitchell | Office of Rep. Lance | Chief of Staff |
| 172 | Jason Moon | Office of Rep. Radel | Chief of Staff |
| 173 | Steven Moore | Office of Rep. Roskam | Chief of Staff |
| 174 | Jeff Morehouse | Office of Rep. Flores | Chief of Staff |
| 175 | Christian Morgan | Office of Rep. Wagner | Chief of Staff |
| 176 | Susan Mosychuk | Office of Rep. Murphy | Chief of Staff |
| 177 | Lauren Muglia | Office of Rep. Perry | Chief of Staff |
| 178 | Sean Murphy | Office of Rep. Cole | Chief of Staff |
| 179 | Shaughnessy Murphy | House Republican Conference | Leadership Staff |
| 180 | Nick Muzin | House Republican Conference | Leadership Staff |
| 181 | Pepper Natonski | Office of Rep. Hudson | Chief of Staff |
| 182 | Valerie Nelson | Office of the Republican Leader | Leadership Staff |
| 183 | Gabe Neville | Office of Rep. Pitts | Chief of Staff |
| 184 | Mary Noonan | Office of Rep. Chris Smith | Chief of Staff |
| 185 | Lee Padilla | Office of Rep. Sessions | Chief of Staff |
| 186 | Annie Palisi | Office of Rep. Black | Chief of Staff |

2013 Chiefs of Staff Retreat

| Name | | Institution | Reason Invited: |
|------|--------------------|---------------------------------|------------------|
| 187 | Scott Parker | Office of Rep. Bishop | Chief of Staff |
| 188 | Katie Patru | House Republican Conference | Leadership Staff |
| 189 | Warren Payne | Committee on Ways and Means | Committee Staff |
| 190 | David Peluso | Office of Rep. Bilirakis | Chief of Staff |
| 191 | Mark Pettitt | Office of Rep. Mo Brooks | Chief of Staff |
| 192 | Jim Pfaff | Office of Rep. Huelskamp | Chief of Staff |
| 193 | Phillip Pinegar | House Republican Conference | Leadership Staff |
| 194 | Steve Pinkos | Office of the Republican Whip | Leadership Staff |
| 195 | Mike Platt | Office of Rep. Blackburn | Chief of Staff |
| 196 | Parker Poling | Office of Rep. McHenry | Chief of Staff |
| 197 | Jacque Ponder | Office of Rep. Coffman | Chief of Staff |
| 198 | Janet Poppleton | Office of Rep. Hall | Chief of Staff |
| 199 | Amy Porter | Office of Rep. Royce | Chief of Staff |
| 200 | George Poulos | Office of Rep. McMorris Rodgers | Chief of Staff |
| 201 | James Quinn | Office of Rep. Cassidy | Chief of Staff |
| 202 | Mel Raines | Office of Rep. Susan Brooks | Chief of Staff |
| 203 | Dave Ramey | Office of Rep. Calvert | Chief of Staff |
| 204 | Mark Ratner | Office of Rep. Upton | Chief of Staff |
| 205 | Kevin Reigrut | Office of Rep. Harris | Chief of Staff |
| 206 | Brian Rell | Office of Rep. Aderholt | Chief of Staff |
| 207 | Brandon Renz | Office of Rep. Foxx | Chief of Staff |
| 208 | Michael Ricci | Office of the Speaker | Leadership Staff |
| 209 | Craig Roberts | Office of Rep. Shimkus | Chief of Staff |
| 210 | Armstrong Robinson | Office of Rep. Rothfus | Chief of Staff |
| 211 | Jamie Roe | Office of Rep. Candice Miller | Chief of Staff |
| 212 | Justin Roth | Office of Rep. DeSantis | Chief of Staff |
| 213 | John Rothrock | Office of Rep. Gary Miller | Chief of Staff |
| 214 | Beau Rothschild | Office of Rep. Farenthold | Chief of Staff |
| 215 | Lynnel Ruckert | Office of Rep. Scalise | Chief of Staff |
| 216 | Steve Ruhlen | Office of Rep. Olson | Chief of Staff |
| 217 | Gina Santucci | Office of Rep. Poe | Chief of Staff |

2013 Chiefs of Staff Retreat

| Name | | Institution | Reason Invited: |
|------|---------------------|---------------------------------|------------------|
| 218 | Paul Sass | Committee on Small Business | Committee Staff |
| 219 | Dan Scandling | Office of Rep. Wolf | Chief of Staff |
| 220 | Dave Schnittger | Office of the Speaker | Leadership Staff |
| 221 | Brian Schubert | Office of Rep. Meehan | Chief of Staff |
| 222 | Dan Schwager | Committee on Ethics | Committee Staff |
| 223 | Nicole Scott | Committee on Agriculture | Committee Staff |
| 224 | Don Seymour | Office of the Speaker | Leadership Staff |
| 225 | Chris Shank | Committee on Science, Space and | Committee Staff |
| 226 | Steven Shearer | Office of Rep. Schock | Chief of Staff |
| 227 | Tom Sheehy | Committee on Foreign Affairs | Committee Staff |
| 228 | Jonah Shumate | Office of Rep. Crawford | Chief of Staff |
| 229 | Bob Simmons | Committee on Armed Services | Committee Staff |
| 230 | Kelly Simpson | Office of Rep. Hurt | Chief of Staff |
| 231 | Al Simpson | Office of Rep. Mulvaney | Chief of Staff |
| 232 | Kris Skrzycki | Office of Rep. Price | Chief of Staff |
| 233 | Lindsay Slater | Office of Rep. Simpson | Chief of Staff |
| 234 | James Slepian | Office of Rep. Renacci | Chief of Staff |
| 235 | Amy Smith | Office of Rep. Garrett | Chief of Staff |
| 236 | Travis Smith | Office of Rep. Yoder | Chief of Staff |
| 237 | Will Smith | Committee on Appropriations | Committee Staff |
| 238 | Mike Smullen | Office of Rep. Bill Johnson | Chief of Staff |
| 239 | Austin Smythe | Committee on the Budget | Committee Staff |
| 240 | John Sobel | Office of Rep. Cook | Chief of Staff |
| 241 | Mike Sommers | Office of the Speaker | Leadership Staff |
| 242 | David Sours | Office of Rep. Gingrey | Chief of Staff |
| 243 | Mark Spannagel | Office of Rep. LaMalfa | Chief of Staff |
| 244 | Alan Spencer | Office of Rep. Bonner | Chief of Staff |
| 245 | Andrew Speth | Office of Rep. Ryan | Chief of Staff |
| 246 | Mary Springer | Office of Rep. Wittman | Chief of Staff |
| 247 | Jo-Marie St. Martin | Office of the Speaker | Leadership Staff |
| 248 | Michael Staley | Office of Rep. Bachus | Chief of Staff |

2013 Chiefs of Staff Retreat

| Name | | Institution | Reason Invited: |
|------|--------------------|----------------------------------|------------------|
| 249 | Steve Stallmer | Office of Rep. Gibson | Chief of Staff |
| 250 | Brian Steed | Office of Rep. Stewart | Chief of Staff |
| 251 | Ryan Stenger | Office of Rep. Gibbs | Chief of Staff |
| 252 | John Stipicevic | Office of the Republican Whip | Leadership Staff |
| 253 | Jordan Stoick | Office of Rep. Noem | Chief of Staff |
| 254 | Justin Stokes | Office of Rep. Hanna | Chief of Staff |
| 255 | Steve Stombres | Office of the Republican Leader | Leadership Staff |
| 256 | Casey Street | Office of Rep. Palazzo | Chief of Staff |
| 257 | Kelle Strickland | Office of Rep. Burgess | Chief of Staff |
| 258 | Matthew Stroia | Office of Rep. Kelly | Chief of Staff |
| 259 | Adam Sullivan | Office of Rep. Kingston | Chief of Staff |
| 260 | Juliane Sullivan | Committee on Education and Labor | Committee Staff |
| 261 | Randy Swanson | Office of Rep. Lankford | Chief of Staff |
| 262 | Alan Tennille | Office of Rep. McKeon | Chief of Staff |
| 263 | Adam Terry | Office of Rep. Alexander | Chief of Staff |
| 264 | Jason Thielman | Office of Rep. Daines | Chief of Staff |
| 265 | Brian Thomas | Office of Rep. Marchant | Chief of Staff |
| 266 | Ryan Thompson | Office of Rep. Barton | Chief of Staff |
| 267 | Anne Thorsen | Office of the Speaker | Leadership Staff |
| 268 | Bill Tighe | Office of Rep. Marino | Chief of Staff |
| 269 | Helen Tolar | Committee on Veterans Affairs | Committee Staff |
| 270 | Matthew Tully | Office of Rep. Schweikert | Chief of Staff |
| 271 | Thomas Van Flein | Office of Rep. Gosar | Chief of Staff |
| 272 | Matthew Van Patton | Office of Rep. Gowdy | Chief of Staff |
| 273 | Ben Vanderveen | Office of Rep. Amash | Chief of Staff |
| 274 | Richard Vaughn | Office of Rep. DesJarlais | Chief of Staff |
| 275 | Chris Vieson | Office of the Republican Leader | Leadership Staff |
| 276 | Andrea Waldock | Office of Rep. Barletta | Chief of Staff |
| 277 | Ryan Walker | Office of Rep. Latta | Chief of Staff |
| 278 | Frank Walker | Office of Rep. Webster | Chief of Staff |
| 279 | Beau Walker | Office of Rep. Womack | Chief of Staff |

2013 Chiefs of Staff Retreat

| Name | | Institution | Reason Invited: |
|------|--------------------|--------------------------------|------------------|
| 280 | Mike Ward | Office of Rep. Rokita | Chief of Staff |
| 281 | Rob Wasinger | Office of Rep. Bentivolio | Chief of Staff |
| 282 | Kristi Way | Office of Rep. Cantor | Chief of Staff |
| 283 | Austin Weatherford | Office of Rep. Kinzinger | Chief of Staff |
| 284 | Mark Wellman | Office of Rep. Chabot | Chief of Staff |
| 285 | Kenny West | Office of Rep. Meadows | Chief of Staff |
| 286 | Jeanette Whitener | Office of Rep. Neugebauer | Chief of Staff |
| 287 | Tom Wiblemo | Office of Rep. Lummis | Chief of Staff |
| 288 | Joe Wicks | Office of Rep. Walberg | Chief of Staff |
| 289 | Todd Willens | Office of Rep. Pearce | Chief of Staff |
| 290 | William Williams | Office of Rep. Jeff Duncan | Chief of Staff |
| 291 | Veronica Wong | Office of Rep. Issa | Chief of Staff |
| 292 | Brian Worth | Office of the Republican Whip | Leadership Staff |
| 293 | Ray Yonkura | Office of Rep. Jordan | Chief of Staff |
| 294 | Joby Young | Office of Rep. Scott | Chief of Staff |
| 295 | Todd Young | Committee on Natural Resources | Committee Staff |
| 296 | Nicholas Zupancic | Office of Rep. Tipton | Chief of Staff |

Thursday, May 9, 2013

4:00 PM

Grand Ballroom East

Welcome

Mark Strand, President, Congressional Institute

4:05-5:00 PM

Grand Ballroom East

Landscape Session

Moderated by Mark Strand
Dave Winston, The Winston Group
Kallyanne Conway, the polling company
Dave Sackett, The Taxance Group

5:00-6:00 PM

Grand Ballroom East

Representing the Next Generation

Alex Castellanos, President, National Media

6:30-7:00 PM

Grand Ballroom Foyer

Reception

7:00-9:00 PM

Grand Ballroom West

Dinner

Welcome by Don Meyer, Chairman
Congressional Institute
Keynote Speakers:
Ramesh Pennuru, Senior Editor, National Review
Kate O'Beirne, former Washington Editor,
National Review

Friday, May 10, 2013

8:00-9:00 AM

Grand Ballroom West

Breakfast

9:00-10:00 AM

Grand Ballroom East

Leadership Staff Panel

Open Microphone Discussion

10:00-11:00 AM

Grand Ballroom East

Communicating Features and Benefits Working Session

Moderated by Mark Strand
Brett O'Donnell, O'Donnell and Associates
Dave Winston, The Winston Group

11:00-12:00 PM

Grand Ballroom East

Building Greater Constituent Experiences

Colin Shaw, Founder, Beyond Philosophy

12:15-1:45 PM

Grand Ballroom West

Lunch: The Secret to Happiness

Welcome and Introduction by Chairman Bob Goodlatte
Keynote Speaker: Arthur Brooks, President, American Enterprise Institute

2:00-3:00 PM

Grand Ballroom East

The Coming Regulatory Disaster of Implementing ObamaCare

Jim Capretta, Ethics and Public Policy Center and
American Enterprise Institute

3:00-4:15 PM

Grand Ballroom East

Best Practices: Stretching Your MRA Dollars

Kelly Craven, Committee on House Administration
Jack Dail, Committee on House Administration
George Hadjiski, Committee on House Administration
David Peluse, Office of Rep. Bilirakis
Army Robinson, Office of Rep. Rohrabacher

4:30-5:30 PM

Grand Ballroom East

Plenary Session

5:30-6:15 PM

Chief of Staff Breakout Sessions

Session 1: Best Practices for Communicating with your Constituents

Piedmont
Steven Moore, Office of the Chief Deputy Whip

Session 2: Strategic Planning

Synford
Mark Strand, Congressional Institute

Session 3: Where Do You Rank: Evaluating Your Digital Presence

Mr. Fenlon
Tim Cameron, House Republican Conference

6:30-7:00 PM

Grand Ballroom Foyer

Reception

7:00-9:00 PM

Grand Ballroom West

Dinner

Keynote Speaker: Stephen Moore, Columnist,
Wall Street Journal

Saturday, May 11, 2013

8:00-9:00 AM

Grand Ballroom West

Breakfast

9:00-10:00 AM

Grand Ballroom East

Communicating With Others 2013

Lowell Baker, Lunz Global

10:00-11:00 AM

Grand Ballroom East

**Best Practices for Outreach to Diverse
Communities**

Moderated by Nick Mizin, House Republican
Conference

Cesar Gonzalez, Office of Rep. Diaz-Balart

Elizabeth Heng, Foreign Affairs Committee

Amy Porter, Office of Rep. Royce

Steve Ruhler, Office of Rep. Olson

Todd Wilens, Office of Rep. Pearce

11:00-12:00 noon

Grand Ballroom East

What Constituents Actually See When They

Look at Member-Produced Media

Rich Tinn, Presentation Testing

12:00 noon

End of Retreat

Box lunches will be available in the Grand
Ballroom Foyer



Agenda

**2013 Chiefs of Staff
Retreat**

May 9-11, 2013
The Homestead

Staff Office

Chesapeake Room

A full-service staff office has been
created to help participants in their
activities at the retreat. If you have
any questions, please contact the
staff office.

Phone: (540) 839-7934

Fax: (540) 839-7809