

U.S. House of Representatives  
112<sup>th</sup> Congress

EMPLOYEE  
POST-TRAVEL DISCLOSURE FORM

This form is for disclosing the receipt of travel expenses from private sources for meetings, speaking engagements, fact-finding trips or similar events in connection with official duties. You need not disclose government-funded or political travel on this form, or travel that is unrelated to official duties. This form does not eliminate the need to report all privately-funded travel on the annual Financial Disclosure Statements of those persons required to file them. In accordance with clause 5 of House Rule 25, complete this form and file it with the Clerk of the House of Representatives, B-106 Cannon House Office Building, within **15 days** after travel is completed. The Clerk is to make these forms publicly available as soon as possible after they are received. *Obtain the dollar amounts from the sponsor; if exact dollar amounts are unavailable, provide a good faith estimate.*

Name of Employee (print or type): Lorissa Bounds

Name of Accompanying Family Member (if any): n/a

Relationship to Employee:  Spouse  Child  Other (specify): \_\_\_\_\_

Date of Departure and Date of Return: May 2 to May 4, 2012

Dates at Personal Expense: n/a

Itinerary (cities of departure – destination – return): \_\_\_\_\_

Washington, DC to Cambridge, MD to Washington, DC

Sponsor(s) (who paid for the trip): Congressional Institute

Describe meetings and events attended (attach additional pages if necessary): Meetings included ethics briefing, constituent communication best practices, office management, social media tools to communicate with constituents, policy briefings on issues of national significance and opportunities to collaborate with colleagues.

Attached to this form are EACH of the following (*signify "yes" for each item by checking the corresponding box*):

1.  the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
2.  the Privately-Sponsored Travel Approval Form completed by the employee; **and**
3.  the Committee on Ethics letter approving my participation on this trip.

I represent that I participated in each of the activities reflected in the sponsor's agenda (*signify "yes" by checking box*):

If not, explain: \_\_\_\_\_

Bilbray

20

**TRAVEL EXPENSES:**

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	n/a	483.58	393.86
For accompanying family member:			

	Other Expenses (dollar amount)	Specific Nature of Expenses (e.g., taxi, parking, registration fee, etc.)
For employee:		
For accompanying family member:		

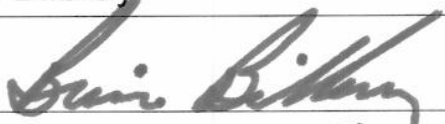
I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF EMPLOYEE: 

DATE: May 17, 2012

I authorized this travel in advance. I have determined that all of the expenses listed above 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: Brian Bilbray

SIGNATURE OF SUPERVISING MEMBER: 

DATE: May 17, 2012

*Version date 1/2011 by Committee on Ethics*

U.S. House of Representatives  
Committee on Ethics

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM  
For Members, Officers, and Employees

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 Private Sponsor Travel Certification Form and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. *Please type form. Form (and any attachments) may be faxed to the Committee at (202) 225-7392.*

**YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 14 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE.** Absent exceptional circumstances, permission will not be granted for requests received less than 14 days before the trip commences.

Name of Traveler: Lorissa Bounds

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/Committee: Rep. Brian P Bilbray

Office address: 2410 Rayburn HOB

Phone number: 202-225-0508

Email address of contact person: lorissa.bounds@mail.house.gov

- Check this box if the sponsoring entity is a media outlet and the traveler is a Member traveling to make a media appearance sponsored by that entity and these forms are being submitted to the Committee less than 14 days before the trip departure date.

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

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

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

U.S. House of Representatives  
Committee on Ethics

PRIVATELY SPONSORED TRAVEL: TRAVELER FORM

1. Name of Traveler: Lorissa Bounds
2. Sponsor(s) (who will be paying for the trip): The Congressional Institute
3. Travel destination(s): Cambridge MD
4. a. Date of Departure and Date of Return: May 2 - 4  
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 family member at the sponsor's expense?  Yes  No  
b. If yes, name of accompanying family member: \_\_\_\_\_  
c. Relationship to traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
6. a. Did the trip sponsor answer "yes" to Question 9(c) on the Trip Sponsor form (i.e., the travel is being sponsored by an entity that employs a lobbyist)?  Yes  No  
b. If yes, check one of the following:  N/A - Sponsor checked 9(a) or 9(b)  
(1) Approval for one-night's lodging and meals is being requested:  or  
(2) Approval for two-nights' lodging and meals is being requested:   
If "(2)" is checked, explain why the second night is warranted: \_\_\_\_\_
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (indicate that form is attached by checking box):
8. Explain why participation in the trip is connected to your individual official or representational duties:  
An educational trip to strengthen professional relationships and encourage candid communications  
across different lines of responsibility.

9. **FOR STAFF:**  
**TO BE COMPLETED BY YOUR EMPLOYING MEMBER:**

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: April 19, 2012

  
\_\_\_\_\_  
Signature of Employing Member

**NOTE:** This page must be submitted with your post-travel disclosure form within 15 days of your return, so you should maintain a photocopy of the completed form for your records.

U.S. House of Representatives  
Committee on Ethics

**PRIVATE SPONSOR TRAVEL CERTIFICATION FORM**  
**(provide directly to each House invitee)**

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 XXV, 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. The trip sponsor should NOT submit the form directly to the Committee.

*Private sponsors are urged to submit this form to each House invitee at least 30 days before travel is scheduled to begin. The failure to provide the Committee with adequate time to review the form and attachments may result in the invitee not receiving approval for the trip. The submission of an incomplete form will delay the review process. Before completing this form, sponsors are urged to carefully review the Committee's private travel guidelines and advisory memoranda detailing the rules and restrictions for private travel, as well as the instructions for completing this form. Sponsors should call the Committee with any questions prior to submitting the form. Please type form.*

1. Sponsor(s) (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 federally-registered lobbyist or a registered foreign agent (signify "yes" by checking box):
3. I represent that the trip sponsor(s) has not accepted from any other source funds earmarked directly or indirectly to finance any aspect of the trip (signify "yes" by checking box):
4. Is travel being offered to an accompanying family member of the House invitee(s)?  Yes  No
5. Provide names and titles of ALL House invitees; for each invitee, provide explanation of why the individual was invited (include additional pages if necessary): See Attached
6. Dates of travel: May 2-4, 2012
7. Cities of departure destination - return: Washington, DC - Cambridge, MD - Washington, DC
8. Attached is a detailed agenda of the activities taking place during the travel (i.e., an hourly description of planned activities) (signify "yes" by checking box):
9. 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 federally registered lobbyist or registered foreign agent:  or
  - c. The trip is for attendance at a one-day event and lobbyist involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.
10. If travel is for participation in a one-day event (i.e., if you checked Question 9(c)), check one of the following:
  - a. One-night's lodging and meals are being offered:  or
  - b. Two-nights' lodging and meals are being offered:

-- If "b" is checked, explain why the second night is warranted: \_\_\_\_\_

11. If the trip is not sponsored by an institution of higher education. I represent that a federally-registered lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip (*signify "yes" by checking box*):
12. Private sponsors must have a direct and immediate relationship to the purpose of the trip or location being visited. Describe the role of each sponsor in organizing and conducting the trip: The Congressional Institute President and staff organize, manage and control the event.
13. Describe each sponsor's organizational interest in the purpose of 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.
14. Describe the type and class of the transportation being provided. Indicate whether coach, business-class or first-class transportation will be provided. In addition, for travel via aircraft, please indicate if travel is being offered on a commercial flight, chartered flight or on an aircraft operated or paid for by a carrier not licensed by the Federal Aviation Administration to operate for compensation or hire (*i.e.*, a private aircraft). If first-class fare is being provided, or if travel is via chartered or private aircraft, please provide an explanation describing why such travel is warranted: Transportation will not be provided.
15. 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 "yes" by checking box*):
16. I represent that either (*check one of the following*):
- 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*
  - The trip involves events that are arranged or organized *specifically with regard* to congressional participation:   
If "b" is checked, detail the cost per day of meals (approximate cost may be provided): Wednesday (\$134.83), Thursday (\$232.80), Friday (\$32.01)
17. Reason for selecting the location of the event or trip: Relative proximity to Washington DC and the capability to handle large event. Prior Committee approval in 2007, and 2009, 2010 and 2011.
18. Name of hotel or other lodging facility: Hyatt Chesapeake Bay, Cambridge, MD
19. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$241.79
20. Reason(s) for selecting hotel or other lodging facility: Relative proximity to Washington, DC, and the capacity and capability to handle large event. History of holding Committee approved events there - including this event in 2007, 2009, 2010 and 2011.

21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input checked="" type="checkbox"/> actual amounts <input type="checkbox"/> good faith estimates	Total <i>Transportation</i> Expenses per Participant	Total <i>Lodging</i> Expenses per Participant	Total <i>Meal</i> Expenses per Participant
For each Member, Officer, or employee	\$0	\$483.58	\$399.64
For each accompanying family member	\$0	\$0	\$353.08

	<i>Other</i> Expenses (dollar amount)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee	\$0	\$0
For each accompanying family member	\$0	\$0

22. I represent that reimbursement for miscellaneous travel expenses for the trip, such as travel to and from airports, security costs, interpreter fees, visa application fees, and similar expenses, will be for actual costs incurred and are necessary for the purpose of the trip (signify "yes" by checking box):

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

Signature: 

Name and title: Mark Strand, President

Organization: The Congressional Institute

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

Telephone number: 703-837-8812

Fax number: 703-837-8817

Email Address: strand@conginst.org

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

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 (fax)

Jo Bonner, Alabama  
*Chairman*  
Linda T. Sánchez, California  
*Ranking Member*



Daniel A. Schwager  
*Staff Director and Chief Counsel*

Joanne White  
*Administrative Staff Director*

Kelle A. Strickland  
*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) 225-7392

Michael T. McCaul, Texas  
K. Michael Conaway, Texas  
Charles W. Dent, Pennsylvania  
Gregg Harper, Mississippi

John A. Yarmuth, Kentucky  
Donna F. Edwards, Maryland  
Pedro R. Pierluisi, Puerto Rico  
Joe Courtney, Connecticut

ONE HUNDRED TWELFTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON ETHICS

April 27, 2012

Ms. Lorissa Bounds  
Office of the Honorable Brian Bilbray  
2410 Rayburn House Office Building  
Washington, DC 20515

Dear Ms. Bounds:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Cambridge, Maryland, scheduled for May 2 to 4, 2012, 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,

Jo Bonner  
Chairman

Linda T. Sánchez  
Ranking Member

JB/LTS:tn



**Chiefs of Staff Retreat**

Name			Institution	Reason Invited:
1	Michael	Allen	House Intelligence Cmte.	Committee Staff
2	Mark	Anderson	Rep. Lee Terry	Chief of Staff
3	Gary	Andres	House Energy and Commerce Cmte.	Committee Staff
4	Seth	Appleton	Rep. Blaine Luetkemeyer	Chief of Staff
5	John	Ariale	Rep. Ander Crenshaw	Chief of Staff
6	Tim	Baker	Rep. Tom Graves	Chief of Staff
7	Amy	Barerra	Office of the Republican Leader	Leadership Staff
8	Elizabeth	Bartheld	Rep. John Sullivan	Chief of Staff
9	Stacy	Barton	Rep. Jon Runyan	Chief of Staff
10	Brendan	Belair	Rep. John R. Carter	Chief of Staff
11	Patrick	Bell	House Republican Conference	Leadership Staff
12	Chris	Berardini	Rep. Mike Grimm	Chief of Staff
13	Eric	Bergren	Rep. Brett Guthrie	Chief of Staff
14	Tim	Berry	Office of the Republican Whip	Leadership Staff
15	Brooke	Bialke	Rep. Michele Bachmann	Chief of Staff
16	John	Billings	Rep. Charlie Bass	Chief of Staff
17	Igor	Birman	Rep. Tom McClintock	Chief of Staff
18	Paul	Blocher	Rep. Chip Cravaack	Chief of Staff
19	Jonathan	Blyth	Rep. Allen West	Chief of Staff
20	Brad	Bohannon	Rep. Lynn Westmoreland	Chief of Staff
21	Eric	Bohl	Rep. Vicky Hartzler	Chief of Staff
22	Lorissa	Bounds	Rep. Brian Bilbray	Chief of Staff
23	David	Bowser	Rep. Paul Broun, M.D.	Chief of Staff
24	Stephen	Boyd	Rep. Martha Roby	Chief of Staff
25	Neil	Bradley	Office of the Republican Leader	Leadership Staff
26	Larry	Brady	House Oversight and Gov't Reform Cmte.	Committee Staff
27	Jim	Brandell	Rep. Dave Camp	Chief of Staff
28	Barry	Brown	Rep. Michael Burgess	Chief of Staff
29	Tom	Brown	Rep. Samuel B. Graves	Chief of Staff
30	Jennifer	Brown	Rep. Lamar Smith	Chief of Staff
31	Chelsea	Brown	House Republican Conference	Leadership Staff

**Chiefs of Staff Retreat**

Name		Institution	Reason Invited:
32	Joel Brubaker	Rep. Shelley Moore Capito	Chief of Staff
33	Dee Buchanan	House Republican Conference	Leadership Staff
34	Natalie Buchanan	Office of the Republican Whip	Leadership Staff
35	Brendan Buck	Office of the Speaker	Leadership Staff
36	Eric Burgeson	Rep. Bob Dold	Chief of Staff
37	Stuart Burns	Rep. Bill Posey	Chief of Staff
38	Deborah Burrell	Rep. Roscoe Bartlett	Chief of Staff
39	Mary Beth Carozza	Rep. Steve Stivers	Chief of Staff
40	James Carstensen	Rep. Tom Latham	Chief of Staff
41	Jessica Carter	Rep. Stephen Fincher	Chief of Staff
42	Ed Cassidy	Office of the Speaker	Leadership Staff
43	Mike Catanzaro	Office of the Speaker	Leadership Staff
44	Jon Causey	Rep. Larry Bucshon	Chief of Staff
45	Doug Centilli	Rep. Kevin Brady	Chief of Staff
46	Mark Chenoweth	Rep. Mike Pompeo	Chief of Staff
47	Jordan Clark	Rep. Glenn Thompson Jr.	Chief of Staff
48	Jerome Clarke	Rep. Randy Hultgren	Chief of Staff
49	Bob Cochran	Rep. Howard McKeon	Chief of Staff
50	Jeff Cohen	Rep. Connie Mack IV	Chief of Staff
51	Dylan Colligan	House Republican Conference	Leadership Staff
52	John Connell	Rep. Todd Young	Chief of Staff
53	Chris Connelly	Rep. Scott Rigell	Chief of Staff
54	Jeffrey Connor	Rep. Jo Ann Emerson	Chief of Staff
55	Jim Coon	House Transportation and Infrastructure	Committee Staff
56	Derick Corbett	Rep. Rob Woodall	Chief of Staff
57	Michael Cravens	Rep. Gregg Harper	Chief of Staff
58	Brian Crawford	Rep. Tom Rooney	Chief of Staff
59	Frank Cullen	Rep. Mary Bono Mack	Chief of Staff
60	McKay Daniels	Rep. Reid Ribble	Chief of Staff
61	Jonathan Day	Rep. Nan Hayworth	Chief of Staff
62	Pamela Day	Rep. Don Young	Chief of Staff

**Chiefs of Staff Retreat**

Name			Institution	Reason Invited:
63	Wiley	Deck	Rep. John Mica	Chief of Staff
64	Jeff	Deist	Rep. Ron Paul, M.D.	Chief of Staff
65	Eric	Dell	Rep. Joe Wilson	Chief of Staff
66	Johnny	DeStefano	Office of the Speaker	Leadership Staff
67	Jeremy	Deutsch	Rep. Cathy McMorris Rodgers	Chief of Staff
68	Jon	DeWitte	Rep. Bill Huizenga	Chief of Staff
69	Lonnie	Dietz	Rep. Rick Berg	Chief of Staff
70	Dino	DiSanto	Rep. Steven LaTourette	Chief of Staff
71	Kelly	Dixon	Office of the Republican Whip	Leadership Staff
72	Jeff	Dobrozsi	Rep. Charles Boustany	Chief of Staff
73	Bill	Dolbow	Office of the Republican Leader	Leadership Staff
74	Glen	Downs	Rep. Walter Jones	Chief of Staff
75	Tiim	Drumm	Rep. Ann Marie Buerkle	Chief of Staff
76	Andrew	Duke	Rep. Jeb Hensarling	Chief of Staff
77	Jay	Dutcher	Rep. Tom Reed	Chief of Staff
78	Rick	Dykema	Rep. Dana Rohrabacher	Chief of Staff
79	Erica	Elliott	Office of the Republican Whip	Leadership Staff
80	Lauren	Ellis	Rep. W. Todd Akin	Chief of Staff
81	Laurie	Esau	Rep. Erik Paulsen	Chief of Staff
82	Arthur	Estopinan	Rep. Ileana Ros-Lehtinen	Chief of Staff
83	Greg	Facchiano	Rep. Joe Heck	Chief of Staff
84	Laena	Fallon	Office of the Republican Leader	Leadership Staff
85	Mike	Ference	Office of the Republican Leader	Leadership Staff
86	Kevin	Fogarty	Rep. Peter King	Chief of Staff
87	Nancy	Fox	Rep. Rodney Frelinghuysen	Chief of Staff
88	Annie	Fultz	Rep. James Gerlach	Chief of Staff
89	Jamie	Gahun	Rep. John Culberson	Chief of Staff
90	Dana	Gartzke	Rep. John Fleming	Chief of Staff
91	Debbie	Gebhardt	Rep. Thomas E. Petri	Chief of Staff
92	Dee	Gilmore	Rep. J. Randy Forbes	Chief of Staff
93	Michael	Giuliani	Rep. Bob Turner	Chief of Staff

**Chiefs of Staff Retreat**

Name		Institution	Reason Invited:
94	Stacey Glasscock	Rep. Frank Lucas	Chief of Staff
95	Harry Glenn	Rep. C.W. Bill Young	Chief of Staff
96	Rick Goddard	Rep. Mark Amodei	Chief of Staff
97	Cesar Gonzalez	Rep. Mario Diaz-Balart	Chief of Staff
98	John Goodwin	Rep. Raul Labrador	Chief of Staff
99	Jenny Gorski	Rep. Doc Hastings	Chief of Staff
100	Justin Grabelle	Rep. Richard Nugent	Chief of Staff
101	Tyler Grassmeyer	Rep. Steve Austria	Chief of Staff
102	Scott Graves	Rep. K. Michael Conaway	Chief of Staff
103	Bentley Graves	Rep. Steve King	Chief of Staff
104	Bob Griffiths	Rep. John J. Duncan, Jr.	Chief of Staff
105	Connie Hair	Rep. Louie Gohmert	Chief of Staff
106	Sarah Hale	Rep. Sue Myrick	Chief of Staff
107	Clayton Hall	Rep. Tim Griffin	Chief of Staff
108	Hugh Halpern	House Rules Cmte.	Committee Staff
109	Chris Hansen	Rep. Cory Gardner	Chief of Staff
110	Justin Harding	Rep. Jason Chaffetz	Chief of Staff
111	Derek Harley	Rep. Wally Herger	Chief of Staff
112	Mary Annie Harper	Rep. Frank LoBiondo	Chief of Staff
113	Tim Harris	Rep. Marlin Stutzman	Chief of Staff
114	Jeff Harvey	Rep. David G. Reichert	Chief of Staff
115	Betsy Hawkings	Rep. Bobby Schilling	Chief of Staff
116	Dave Heil	Rep. Sam Johnson	Chief of Staff
117	Richard Hertling	House Judiciary Cmte.	Committee Staff
118	Douglas Heye	Office of the Republican Leader	Leadership Staff
119	Chelsey Hickman	Rep. Kay Granger	Chief of Staff
120	Michael Higdon	Rep. Harold Rogers	Chief of Staff
121	Greg Hill	Rep. Michael McCaul	Chief of Staff
122	Jean Hinz	Rep. John Kline	Chief of Staff
123	Adam Howard	Rep. Michael Turner	Chief of Staff
124	Renee Hudson	Rep. Ben Quayle	Chief of Staff

**Chiefs of Staff Retreat**

Name		Institution	Reason Invited:
125	Shelley Husband	Rep. Bob Goodlatte	Chief of Staff
126	Bill Inglee	House Appropriations Cmte.	Committee Staff
127	Barry Jackson	Office of the Speaker	Leadership Staff
128	Joe Jansen	Rep. Jean Schmidt	Chief of Staff
129	Phillip Joffrion	Rep. Jeff Landry	Chief of Staff
130	Barrett Karr	House Education and Labor Cmte.	Committee Staff
131	Dave Karvelas	Rep. Vern Buchanan	Chief of Staff
132	Joel Kassiday	Rep. Elton Gallegly	Chief of Staff
133	Andy Keiser	Rep. Mike Rogers	Chief of Staff
134	Charlie Keller	Rep. Sandy Adams	Chief of Staff
135	Philip Kiko	House Administration Cmte.	Committee Staff
136	Hans Klingler	House Republican Conference	Leadership Staff
137	Andy Koenig	House Republican Conference	Leadership Staff
138	Trevor Kolego	Office of the Speaker	Leadership Staff
139	Athan Koutsiouroumbas	Rep. Michael Fitzpatrick	Chief of Staff
140	Mick Krieger	Rep. John A. Boehner	Chief of Staff
141	Randy Kutz	Rep. Trent Franks	Chief of Staff
142	Jason Larrabee	Rep. Jeff Denham	Chief of Staff
143	Michael Lenn	Rep. F. James Sensenbrenner	Chief of Staff
144	Pat Leopold	Rep. Lynn Jenkins	Chief of Staff
145	Muffy Lewis	Rep. John Campbell	Chief of Staff
146	Joe Lillis	Rep. Billy Long	Chief of Staff
147	Matt Lira	Office of the Republican Leader	Leadership Staff
148	Brett Loper	Office of the Speaker	Leadership Staff
149	Kathy Lydon	Rep. Judy Biggert	Chief of Staff
150	Al Lytton	Rep. Renee Ellmers	Chief of Staff
151	Brian MacDonald	Rep. Greg Walden	Chief of Staff
152	Marshall Macomber	Rep. Mike D. Rogers	Chief of Staff
153	Adam Magary	Rep. Don Manzullo	Chief of Staff
154	Ted Maness	Rep. Alan Nunnelee	Chief of Staff
155	Jay Martin	Rep. Dennis Rehberg	Chief of Staff

**Chiefs of Staff Retreat**

Name		Institution	Reason Invited:
156	Josh Martin	Rep. Mac Thornberry	Chief of Staff
157	Kelly McCollum	Rep. Morgan Griffith	Chief of Staff
158	Ed McDonald	Rep. J. Howard Coble	Chief of Staff
159	George McElwee	Rep. Charles Dent	Chief of Staff
160	Dan McFaul	Rep. Jeff Miller	Chief of Staff
161	Shannon McGahn	House Financial Services Cmte.	Committee Staff
162	Joe McKeown	Rep. Tim Scott	Chief of Staff
163	Daris Meeks	House Republican Conference	Leadership Staff
164	Matt Meyer	Rep. Phil Roe	Chief of Staff
165	Vicki Middleton	Rep. Duncan D. Hunter	Chief of Staff
166	Matt Miller	Rep. Scott DesJarlais	Chief of Staff
167	Jamie Miller	Rep. Steven Palazzo	Chief of Staff
168	Scott Miller	Rep. Todd R. Platts	Chief of Staff
169	James Min	Office of the Republican Whip	Leadership Staff
170	Todd Mitchell	Rep. Leonard Lance	Chief of Staff
171	Brandon Moody	Rep. Sean Duffy	Chief of Staff
172	Steven Moore	Office of the Chief Deputy Whip	Leadership Staff
173	Jeff Morehouse	Rep. Bill Flores	Chief of Staff
174	David Mork	Rep. Peter J. Roskam	Chief of Staff
175	Susan Mosychuk	Rep. Tim Murphy	Chief of Staff
176	Sean Murphy	Rep. Tom Cole	Chief of Staff
177	Dave Natonski	Rep. Aaron Schock	Chief of Staff
178	Pepper Natonski	Rep. Daniel Webster	Chief of Staff
179	Damon Nelson	Rep. Devin Nunes	Chief of Staff
180	Valerie Nelson	Office of the Republican Leader	Leadership Staff
181	Dale Neugebauer	Rep. Darrell Issa	Chief of Staff
182	Gabe Neville	Rep. Joseph Pitts	Chief of Staff
183	Kyle Nevins	Office of the Republican Leader	Leadership Staff
184	Mary Noonan	Rep. Christopher H. Smith	Chief of Staff
185	Annie Palisi	Rep. Diane Black	Chief of Staff
186	Scott Parker	Rep. Rob Bishop	Chief of Staff

**Chiefs of Staff Retreat**

Name		Institution	Reason Invited:
187	Katie Patru	House Republican Conference	Leadership Staff
188	Warren Payne	House Ways and Means Cmte.	Committee Staff
189	David Peluso	Rep. Gus Bilirakis	Chief of Staff
190	Mark Pettitt	Rep. Mo Brooks	Chief of Staff
191	Jim Pfaff	Rep. Tim Huelskamp	Chief of Staff
192	Chris Phelen	Rep. Doug Lamborn	Chief of Staff
193	Fred Piccolo	Rep. Dennis A. Ross	Chief of Staff
194	Steve Pinkos	Office of the Republican Whip	Leadership Staff
195	Mike Platt	Rep. Marsha Blackburn	Chief of Staff
196	Yleem Poblete	House Foreign Affairs Cmte.	Committee Staff
197	Parker Poling	Rep. Patrick McHenry	Chief of Staff
198	Jacque Ponder	Rep. Mike Coffman	Chief of Staff
199	Todd Poole	Rep. Virginia Foxx	Chief of Staff
200	David Popp	House Republican Conference	Leadership Staff
201	Janet Poppleton	Rep. Ralph M. Hall	Chief of Staff
202	Amy Porter	Rep. Edward Royce	Chief of Staff
203	George Poulios	Rep. Jaime Herrera Beutler	Chief of Staff
204	Lawrence Purpuro	Rep. Dan Benishek	Chief of Staff
205	James Quinn	Rep. Bill Cassidy	Chief of Staff
206	Dave Ramey	Rep. Ken Calvert	Chief of Staff
207	Mark Ratner	Rep. Fred Upton	Chief of Staff
208	Erik Rayman	Rep. Adam Kinzinger	Chief of Staff
209	Kevin Reigrut	Rep. Andy Harris	Chief of Staff
210	Brian Rell	Rep. Robert Aderholt	Chief of Staff
211	Craig Roberts	Rep. John M. Shimkus	Chief of Staff
212	Armstrong Robinson	Rep. Geoff Davis	Chief of Staff
213	Jamie Roe	Rep. Candice Miller	Chief of Staff
214	Jerr Rosenbaum	Rep. Robert Hurt	Chief of Staff
215	Justin Roth	Rep. Joe Walsh	Chief of Staff
216	John Rothrock	Rep. Gary Miller	Chief of Staff
217	Lynnel Ruckert	Rep. Steve Scalise	Chief of Staff

**Chiefs of Staff Retreat**

Name		Institution	Reason Invited:
218	Steve Ruhlen	Rep. Pete Olson	Chief of Staff
219	Mike Russell	House Homeland Security Cmte.	Committee Staff
220	Chip Saltsman	Rep. Chuck Fleischmann	Chief of Staff
221	Josh Saltzman	Rep. Pete Sessions	Chief of Staff
222	Gina Santucci	Rep. Ted Poe	Chief of Staff
223	Paul Sass	House Small Business Cmte.	Committee Staff
224	Dan Scandling	Rep. Frank Wolf	Chief of Staff
225	Dave Schnittger	Office of the Speaker	Leadership Staff
226	Brian Schubert	Rep. Patrick Meehan	Chief of Staff
227	Oliver Schwab	Rep. David Schweikert	Chief of Staff
228	Nicole Scott	House Agriculture Cmte.	Committee Staff
229	Andy Sere	Rep. David McKinley	Chief of Staff
230	Jack Seum	Rep. Cliff Stearns	Chief of Staff
231	Jeffrey Shapiro	Rep. Adrian Smith	Chief of Staff
232	Patty Sheetz	Rep. Jeff Fortenberry	Chief of Staff
233	Mark Shelden	Rep. Timothy Johnson	Chief of Staff
234	Jonah Shumate	Rep. Rick Crawford	Chief of Staff
235	Bob Simmons	House Armed Services Cmte.	Committee Staff
236	Rob Simms	Rep. Bill Shuster	Chief of Staff
237	Al Simpson	Rep. Mick Mulvaney	Chief of Staff
238	Kris Skrzycki	Rep. Tom Price, M.D.	Chief of Staff
239	Lindsay Slater	Rep. Michael Simpson	Chief of Staff
240	James Slepian	Rep. Jim Renacci	Chief of Staff
241	Brad Smith	Rep. David Dreier	Chief of Staff
242	Amy Smith	Rep. Scott Garrett	Chief of Staff
243	Bill Smith	Rep. Mike Pence	Chief of Staff
244	Travis Smith	Rep. Kevin Yoder	Chief of Staff
245	Kevin Smith	Office of the Speaker	Leadership Staff
246	Mike Smullen	Rep. Bill Johnson	Chief of Staff
247	Mike Sommers	Office of the Speaker	Leadership Staff
248	David Sours	Rep. Phil Gingrey, M.D.	Chief of Staff



**Chiefs of Staff Retreat**

Name		Institution	Reason Invited:
249	John Sparkman	Rep. Edward Whitfield	Chief of Staff
250	Matthew Specht	Rep. Jeff Flake	Chief of Staff
251	Jim Specht	Rep. Jerry Lewis	Chief of Staff
252	Alan Spencer	Rep. Jo Bonner	Chief of Staff
253	Andy Speth	Rep. Paul Ryan	Chief of Staff
254	Mary Springer	Rep. Rob Wittman	Chief of Staff
255	Jo-Marie St. Martin	Office of the Speaker	Leadership Staff
256	Michael Staley	Rep. Spencer Bachus	Chief of Staff
257	Tom Stallings	Rep. Steve Southerland	Chief of Staff
258	Steve Stallmer	Rep. Chris Gibson	Chief of Staff
259	Michael Steel	Office of the Speaker	Leadership Staff
260	Ryan Stenger	Rep. Bob Gibbs	Chief of Staff
261	John Stipicevic	Office of the Republican Whip	Leadership Staff
262	Jordan Stoick	Rep. Kristi Noem	Chief of Staff
263	Justin Stokes	Rep. Richard Hanna	Chief of Staff
264	Steve Stombres	Office of the Republican Leader	Leadership Staff
265	Kelle Strickland	House Ethics Cmte.	Committee Staff
266	Matthew Stroia	Rep. Mike Kelly	Chief of Staff
267	Adam Sullivan	Rep. Jack Kingston	Chief of Staff
268	Randy Swanson	Rep. James Lankford	Chief of Staff
269	Conor Sweeney	House Budget Cmte.	Committee Staff
270	Peter Tateishi	Rep. Dan Lungren	Chief of Staff
271	Alan Tennille	Rep. R. Blake Farenthold	Chief of Staff
272	Adam Terry	Rep. Rodney Alexander	Chief of Staff
273	Brian Thomas	Rep. Kenny Marchant	Chief of Staff
274	Ryan Thompson	Rep. Joe Barton	Chief of Staff
275	Anne Thorsen	Office of the Speaker	Leadership Staff
276	Bill Tighe	Rep. Thomas Marino	Chief of Staff
277	Helen Tolar	House Veterans' Affairs Cmte.	Committee Staff
278	Tom Van Flein	Rep. Paul Gosar	Chief of Staff
279	Matthew Van Patton	Rep. Trey Gowdy	Chief of Staff

**Chiefs of Staff Retreat**

Name		Institution	Reason Invited:
280	Martin Van Valkenburg	Rep. Thaddeus McCotter	Chief of Staff
281	Ben Vanderveen	Rep. Justin Amash	Chief of Staff
282	Stephen Vermillion	Rep. David Rivera	Chief of Staff
283	Andrea Waldock	Rep. Lou Barletta	Chief of Staff
284	Mark Walker	Rep. Dan Burton	Chief of Staff
285	Ryan Walker	Rep. Bob Latta	Chief of Staff
286	Beau Walker	Rep. Steve Womack	Chief of Staff
287	Mike Ward	Rep. Todd Rokita	Chief of Staff
288	Kristi Way	Rep. Eric Cantor	Chief of Staff
289	Mark Wellman	Rep. Steve Chabot	Chief of Staff
290	Jeanette Whitener	Rep. Randy Neugebauer	Chief of Staff
291	Tom Wiblemo	Rep. Cynthia Lummis	Chief of Staff
292	Joe Wicks	Rep. Tim Walberg	Chief of Staff
293	Todd Willens	Rep. Steve Pearce	Chief of Staff
294	Lance Williams	Rep. Jeff Duncan	Chief of Staff
295	Brian Worth	Office of the Republican Whip	Leadership Staff
296	Scott Yeldell	Rep. Francisco Canseco	Chief of Staff
297	Ray Yonkura	Rep. Jim Jordan	Chief of Staff
298	Joby Young	Rep. Austin Scott	Chief of Staff
299	Todd Young	House Natural Resources Cmte.	Committee Staff
300	Chris Zeigler	Rep. Patrick J. Tiberi	Chief of Staff
301	Ethan Zorfas	Rep. Frank Guinta	Chief of Staff
302	Nicholas Zupancic	Rep. Scott Tipton	Chief of Staff

## Wednesday, May 2, 2012

4:00 PM

*Choptank Ballroom*

### **Welcome**

Mark Strand, President of the Congressional Institute

4:00- 5:00 PM

*Choptank Ballroom*

### **Landscape Session**

Dave Winston, The Winston Group  
Whit Ayers, North Star Opinion Research

5:15-6:00 PM

*Choptank Ballroom*

### **The Challenges for the Rest of 2012 (and Beyond)**

Moderator: Mark Strand  
**American Energy Policy**  
Michael Catanzaro, Office of the Speaker  
**Getting America's Fiscal House in Order**  
Brett Loper, Office of the Speaker  
**ObamaCare Repeal**

Brett Loper, Office of the Speaker

### **Reducing Red Tape and Spurring Job Creation**

Mike Sommers, Office of the Speaker  
Neil Bradley, House Majority Leader  
**Tax Strategy**  
Warren Payne, House Ways and Means Committee

6:30 PM

*Regatta Pavilion*

### **Reception**

7:00-9:00 PM

*Chesapeake ABCD Ballroom*

### **Dinner**

Dan Meyer, Chairman of the Congressional Institute  
Speaker: Ari Fleischer, Former White House Press Secretary for U.S. President George W. Bush

## Thursday, May 3, 2012

7:30-8:30 AM

*Chesapeake ABCD Ballroom*

### **Breakfast**

8:30-9:30 AM

*Choptank Ballroom*

### **Ethics Rules**

Jan Baran, Wiley Rein LLP  
Rob Walker, Wiley Rein LLP, Former Staff Director and Chief Counsel to the House and Senate Ethics Committee

9:30-10:30 AM

*Choptank Ballroom*

### **The Future of Medicare**

James Capretta, Fellow at the Ethics and Public Policy Center

Conor Sweeney, House Budget Committee

10:30-11:30 AM

*Choptank Ballroom*

### **Plenary Session**

12:15-1:45 PM

*Choptank Ballroom*

### **Lunch**

Douglas Holtz-Eakin, President of the American Action Forum and Former Director of the Congressional Budget Office

2:00-3:15 PM

*Choptank Ballroom*

### **Creating a Digital Toolkit for Your Member**

David Almacy, Edelman Digital  
Katie Harbath, Facebook  
Ryan Howell, House Republican Conference

Bryant Avondoglio, Office of the Speaker  
Patrick Bell, House Republican Conference  
Don Seymour, Office of the Speaker  
Mike Lurie, House Republican Conference  
Matt Lira, House Majority Leader

3:30-4:30 PM

*Choptank Ballroom*

### **Managing Employees In a High Pressure Environment**

James Bailey, the Stacy and Jonathan Hochberg Professorial Fellow of Leadership Development at the George Washington University School of Business

4:30-5:15 PM

*Choptank Ballroom*

### **Preserving American Strength through the Reconciliation Process**

Douglas Holtz-Eakin, President of the American Action Forum and Former Director of the Congressional Budget Office  
Neil Bradley, House Majority Leader

5:15-6:15 PM

*All breakouts are upstairs.*

### **Chief of Staff Breakout Sessions**

**Session 1:** *Cutter Room*

**Best Practices for Communicating with your Constituents**

Steve Moore, Office of the Chief Deputy Whip

**Session 2:** *Schooner Room*

**Effective Outreach**

Brian Worth, Office of the Speaker  
Jeff Shapiro, Chief of Staff to Rep. Adrian Smith

**Session 3:** *Galleon Room*

**Strategic Planning – What are the Greatest Office Needs?**

Mark Strand, Congressional Institute

**6:30 PM**

*Chesapeake Patio*

**Reception**

**7:00-9:00 PM**

*Choptank Ballroom*

**Dinner**

Former Senator Jim Talent of Missouri

**Friday May 4, 2012**

**8:00 AM**

*Chesapeake EFG Ballroom*

**Breakfast**

**9:00-10:00 AM**

*Choptank Ballroom*

**ObamaCare and the Supreme Court**

Carrie Severino, Chief Counsel and Policy Director of the Judicial Crisis Network  
Brett Loper, Office of the Speaker

**10:00-11:00 AM**

*Choptank Ballroom*

**The Perils and Promise of Congressional Online Advertising**

Rich Thau, Presentation Testing

**11:00-12:00 noon**

*Choptank Ballroom*

**Leadership Staff Panel**

Moderator: Mark Strand, Congressional Institute  
Mike Sommers, Office of the Speaker  
Neil Bradley, House Majority Whip  
Tim Berry, House Majority Whip  
Dee Buchanan, House Republican Conference



*Agenda*

**2012 Chiefs of Staff  
Retreat**

May 2-4, 2012  
Cambridge, MD

**Staff Office**

*Windjammer (next to Bay County Market)*

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: (410) 901-6474

Fax: (410) 901-6477