

LEGISLATIVE RESOURCE CENTER
2011 MAY 21 Original 3-14 Amendment
OFFICE OF THE CLERK
U.S. HOUSE OF REPRESENTATIVES

U.S. House of Representatives
112th 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): LAURIE ESAN

Name of Accompanying Family Member (if any): _____

Relationship to Employee: Spouse Child Other (specify): _____

Date of Departure and Date of Return: MAY 12 - MAY 14, 2011

Dates at Personal Expense: _____

Itinerary (cities of departure - destination - return): WASHINGTON, DC -
CAMBRIDGE, MD - WASHINGTON, DC

Sponsor(s) (who paid for the trip): CONGRESSIONAL INSTITUTE

Describe meetings and events attended (attach additional pages if necessary):
CHIEF OF STAFF RETREAT - AGENDA IS ATTACHED

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

- the Private Sponsor Travel Certification Form completed by trip sponsor, including all attachments;
- the Privately-Sponsored Travel Approval Form completed by the employee; and
- 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: _____

TRAVEL EXPENSES:

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:		484	370
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: _____

[Handwritten Signature]

DATE: _____

5/20/2011

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: _____

CONGRESSMAN ERIC PAULSEN

SIGNATURE OF SUPERVISING MEMBER: _____

[Handwritten Signature: Eric Paulsen]

DATE: _____

5/20/2011

Version date 1/2011 by Committee on Ethics

JO BONNER, ALABAMA
CHAIRMAN

MICHAEL T. McCALL, TEXAS
K. MICHAEL DONAWAY, TEXAS
CHARLES W. DENT, PENNSYLVANIA
GREGG HARPER, MISSISSIPPI

KELLA A. STRICKLAND,
COUNSEL TO THE CHAIRMAN

ONE HUNDRED TWELFTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515-6328

LINDA T. SÁNCHEZ, CALIFORNIA
RANKING MEMBER

MAZIE HIRONO, HAWAII
JOHN A. YARMUTH, KENTUCKY
DONNA F. EDWARDS, MARYLAND
PEDRO R. PIÉRLUISI, PUERTO RICO

DANIEL J. TAYLOR,
COUNSEL TO THE RANKING MEMBER

1015 LONGWORTH HOUSE OFFICE BUILDING
(202) 225-7103

May 2, 2011

Ms. Laurie L. Esau
Office of the Honorable Erik Paulsen
126 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 Cambridge, Maryland, scheduled for May 12 to May 14, 2011, sponsored by the Congressional Institute.

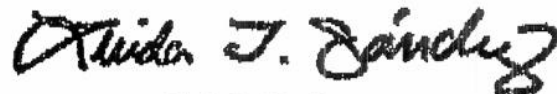
You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification 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.



Jo Bonner
Chairman

Sincerely,



Linda T. Sánchez
Ranking Member

JB/LTS:sao

**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

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
See attached

6. Dates of travel: May 12-14, 2011

7. Cities of departure - destination - return: Washington D.C. - Cambridge, MD - Washington D.C.

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) org. 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):
 - 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 or organized specifically with regard to congressional participation:
 If "b" is checked, detail the cost per day of meals (approximate cost may be provided): Thurs. (\$117) Friday (\$196), Saturday (\$30)
- 17. Reason for selecting the location of the event or trip: Relative proximity to Wash DC and the capability to handle large event. Prior Committee approval in 2007, 2009 and 2010.
- 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): \$242
- 20. Reason(s) for selecting hotel or other lodging facility: Relative proximity to Wash DC and the capacity and capability to handle large event. History of holding Committee approved events there - including this event in 2007, 2009 and 2010.

21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input 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	\$484	\$370
For each accompanying family member	\$0	\$0	\$326

	<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	
For each accompanying family member	\$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, 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)

Version date 3/2011 by Committee on Ethics

Attendance List

Chiefs of Staff Retreat5/18/2011
8:56:50 AM

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

Attendance List

Chiefs of Staff Retreat

5/18/2011

8:56:50 AM

Name	Institution	Reason Invited:
32 Jennifer Brown	Rep. Lamar Smith	Chief of Staff
33 Chelsea Brown	House Republican Conference	Leadership Staff
34 Joel Brubaker	Rep. Shelley Moore Capito	Chief of Staff
35 Dee Buchanan	House Republican Conference	Leadership Staff
36 Natalie Buchanan	Office of the Republican Whip	Leadership Staff
37 Brendan Buck	Office of the Speaker	Leadership Staff
38 Eric Burgeson	Rep. Bob Dold	Chief of Staff
39 Stuart Burns	Rep. Bill Posey	Chief of Staff
40 Mark Busching	Rep. Robert Aderholt	Chief of Staff
41 John Buttarazzi	Rep. Ann Marie Buerkle	Chief of Staff
42 Mary Beth Carozza	Rep. Steve Stivers	Chief of Staff
43 James Carstensen	Rep. Tom Latham	Chief of Staff
44 Jessica Carter	Rep. Stephen Fincher	Chief of Staff
45 Ed Cassidy	Office of the Speaker	Leadership Staff
46 Jon Causey	Rep. Larry Bucshon	Chief of Staff
47 Doug Centilli	Rep. Kevin Brady	Chief of Staff
48 Mark Chenoweth	Rep. Mike Pompeo	Chief of Staff
49 Jordan Clark	Rep. Glenn Thompson Jr.	Chief of Staff
50 Jerome Clarke	Rep. Randy Hultgren	Chief of Staff
51 Bob Cochran	Rep. Howard McKeon	Chief of 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 Karen Czarnecki	Rep. Mike Kelly	Chief of Staff
61 Jack Dail	House Administration Cmte.	Committee Staff
62 Jack Daly	Rep. Thaddeus McCotter	Chief of Staff

Attendance List

Chiefs of Staff Retreat

5/18/2011

8:56:50 AM

Name	Institution	Reason Invited:
63 McKay Daniels	Rep. Reid Ribble	Chief of Staff
64 Jonathan Day	Rep. Nan Hayworth	Chief of Staff
65 Pamela Day	Rep. Don Young	Chief of Staff
66 Brad Dayspring	Office of the Republican Leader	Leadership Staff
67 Wiley Deck	Rep. John Mica	Chief of Staff
68 Jeff Deist	Rep. Ron Paul, M.D.	Chief of Staff
69 Eric Dell	Rep. Joe Wilson	Chief of Staff
70 Johnny DeStefano	Office of the Speaker	Leadership Staff
71 Jeremy Deutsch	Rep. Cathy McMorris Rodgers	Chief of Staff
72 Jon DeWitte	Rep. Bill Huizenga	Chief of Staff
73 Lonnie Dietz	Rep. Rick Berg	Chief of Staff
74 Dino DiSanto	Rep. Steven LaTourette	Chief of Staff
75 Jeff Dobrozsi	Rep. Charles Boustany	Chief of Staff
76 Bill Dolbow	Office of the Republican Leader	Leadership Staff
77 Glen Downs	Rep. Walter Jones	Chief of Staff
78 Andrew Duke	Rep. Jeb Hensarling	Chief of Staff
79 Bryce Dustman	Rep. David G. Reichert	Chief of Staff
80 Jay Dutcher	Rep. Tom Reed	Chief of Staff
81 Rick Dykema	Rep. Dana Rohrabacher	Chief of Staff
82 Trent Edwards	Rep. Scott DesJarlais	Chief of Staff
83 Lauren Ellis	Rep. W. Todd Akin	Chief of Staff
84 Laurie Esau	Rep. Erik Paulsen	Chief of Staff
85 Tony Essalih	Rep. John Culberson	Chief of Staff
86 Arthur Estopinan	Rep. Ileana Ros-Lehtinen	Chief of Staff
87 Greg Facchiano	Rep. Joe Heck	Chief of Staff
88 Tucker Fagan	Rep. Cynthia Lummis	Chief of Staff
89 Laena Fallon	Office of the Republican Leader	Leadership Staff
90 Mike Ference	Office of the Republican Leader	Leadership Staff
91 Kevin Fogarty	Rep. Peter King	Chief of Staff
92 Nancy Fox	Rep. Rodney Frelinghuysen	Chief of Staff
93 Annie Fultz	Rep. James Gerlach	Chief of Staff

Attendance List

Chiefs of Staff Retreat5/18/2011
8:56:50 AM

Name		Institution	Reason Invited:
94	Dana Gartzke	Rep. John Fleming	Chief of Staff
95	Debbie Gebhardt	Rep. Thomas E. Petri	Chief of Staff
96	Leslee Gilbert	House Science and Technology Cmte.	Committee Staff
97	Dee Gilmore	Rep. J. Randy Forbes	Chief of Staff
98	Stacey Glasscock	Rep. Frank Lucas	Chief of Staff
99	Jessica Gleason	Rep. Doc Hastings	Chief of Staff
100	Harry Glenn	Rep. C.W. Bill Young	Chief of Staff
101	Cesar Gonzalez	Rep. Mario Diaz-Balart	Chief of Staff
102	John Goodwin	Rep. Raul Labrador	Chief of Staff
103	Justin Grabelle	Rep. Richard Nugent	Chief of Staff
104	Bentley Graves	Rep. Steve King	Chief of Staff
105	Brian Griffith	Rep. Steve Chabot	Chief of Staff
106	Bob Griffiths	Rep. John J. Duncan, Jr.	Chief of Staff
107	George Hadjijski	House Administration Cmte.	Committee Staff
108	Connie Hair	Rep. Louie Gohmert	Chief of Staff
109	Sarah Hale	Rep. Sue Myrick	Chief of Staff
110	Clayton Hall	Rep. Tim Griffin	Chief of Staff
111	Hugh Halpern	House Rules Cmte.	Committee Staff
112	Chris Hansen	Rep. Cory Gardner	Chief of Staff
113	Justin Harding	Rep. Jason Chaffetz	Chief of Staff
114	Derek Harley	Rep. Wally Herger	Chief of Staff
115	Mary Annie Harper	Rep. Frank LoBiondo	Chief of Staff
116	Tim Harris	Rep. Marlin Stutzman	Chief of Staff
117	Betsy Hawkings	Rep. Bobby Schilling	Chief of Staff
118	Diane Hawks	Rep. Alan Nunnelee	Chief of Staff
119	Jim Hayes	Rep. Vicky Hartzler	Chief of Staff
120	Dave Heil	Rep. Sam Johnson	Chief of Staff
121	Mike Hesse	Rep. Scott Tipton	Chief of Staff
122	Chelsey Hickman	Rep. Kay Granger	Chief of Staff
123	Michael Higdon	Rep. Harold Rogers	Chief of Staff
124	Greg Hill	Rep. Michael McCaul	Chief of Staff

Attendance List

Chiefs of Staff Retreat5/18/2011
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Name		Institution	Reason Invited:
125	Joan Hillebrands	Rep. Fred Upton	Chief of Staff
126	Jean Hinz	Rep. John Kline	Chief of Staff
127	Ryan Howell	House Republican Conference	Leadership Staff
128	Richard Hudson	Rep. K. Michael Conaway	Chief of Staff
129	Renee Hudson	Rep. Ben Quayle	Chief of Staff
130	Anthony Hulen	Rep. Marsha Blackburn	Chief of Staff
131	Shelley Husband	Rep. Bob Goodlatte	Chief of Staff
132	Bill Inglee	House Appropriations Cmte.	Committee Staff
133	Barry Jackson	Rep. John A. Boehner	Chief of Staff
134	Joe Jansen	Rep. Jean Schmidt	Chief of Staff
135	Phillip Joffrion	Rep. Jeff Landry	Chief of Staff
136	Barrett Karr	House Education and Labor Cmte.	Committee Staff
137	Dave Karvelas	Rep. Vern Buchanan	Chief of Staff
138	Joel Kassiday	Rep. Elton Gallegly	Chief of Staff
139	Andy Keiser	Rep. Mike Rogers	Chief of Staff
140	Charlie Keller	Rep. Sandy Adams	Chief of Staff
141	Philip Kiko	House Administration Cmte.	Committee Staff
142	Hans Klingler	Rep. Connie Mack IV	Chief of Staff
143	Trevor Kolego	Office of the Speaker	Leadership Staff
144	Mick Krieger	Rep. John Boehner	Chief of Staff
145	Randy Kutz	Rep. Trent Franks	Chief of Staff
146	Jason Larrabee	Rep. Jeff Denham	Chief of Staff
147	David Lasseter	Rep. R. Blake Farenthold	Chief of Staff
148	Patrick Leopold	Rep. Lynn Jenkins	Chief of Staff
149	Muffy Lewis	Rep. John Campbell	Chief of Staff
150	Joe Lillis	Rep. Billy Long	Chief of Staff
151	Matt Lira	Office of the Republican Leader	Leadership Staff
152	Brett Loper	Office of the Speaker	Leadership Staff
153	Patrick Lyden	Rep. Michael Fitzpatrick	Chief of Staff
154	Kathy Lydon	Rep. Judy Biggert	Chief of Staff
155	Al Lytton	Rep. Renee Ellmers	Chief of Staff

Attendance List

Chiefs of Staff Retreat

5/18/2011

8:56:50 AM

Name	Institution	Reason Invited:
156 Brian MacDonald	Rep. Greg Walden	Chief of Staff
157 Marshall Macomber	Rep. Mike D. Rogers	Chief of Staff
158 Adam Magary	Rep. Don Manzullo	Chief of Staff
159 Ted Maness	Rep. Steve Austria	Chief of Staff
160 Jay Martin	Rep. Dennis Rehberg	Chief of Staff
161 Josh Martin	Rep. Mac Thornberry	Chief of Staff
162 Kelly McCollum	Rep. Morgan Griffith	Chief of Staff
163 Ed McDonald	Rep. J. Howard Coble	Chief of Staff
164 George McElwee	Rep. Charles Dent	Chief of Staff
165 Dan McFaul	Rep. Jeff Miller	Chief of Staff
166 Shannon McGahn	House Republican Conference	Leadership Staff
167 Sean McLaughlin	House Judiciary Cmte.	Committee Staff
168 Pete Meachum	Office of the Republican Whip	Leadership Staff
169 Daris Meeks	House Republican Conference	Leadership Staff
170 Matt Meyer	Rep. Phil Roe	Chief of Staff
171 Vicki Middleton	Rep. Duncan D. Hunter	Chief of Staff
172 Scott Miller	Rep. Todd R. Platts	Chief of Staff
173 James Min	Office of the Republican Whip	Leadership Staff
174 Todd Mitchell	Rep. Leonard Lance	Chief of Staff
176 Steven Moore	Office of the Chief Deputy Whip	Leadership Staff
176 Jeff Morehouse	Rep. Bill Flores	Chief of Staff
177 David Mork	Rep. Peter Roskam	Chief of Staff
178 Susan Mosychuk	Rep. Tim Murphy	Chief of Staff
179 Sean Murphy	Rep. Tom Cole	Chief of Staff
180 John Murray	Office of the Republican Leader	Leadership Staff
181 Nicolas Muzin	Rep. Tim Scott	Chief of Staff
182 Valerie Nelson	Office of the Republican Leader	Leadership Staff
183 Dale Neugebauer	Rep. Darrell Issa	Chief of Staff
184 Gabe Neville	Rep. Joseph Pitts	Chief of Staff
185 Kyle Nevins	Office of the Republican Leader	Leadership Staff
186 Mary Noonan	Rep. Christopher H. Smith	Chief of Staff

Attendance List

Chiefs of Staff Retreat5/18/2011
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Name		Institution	Reason Invited:
187	Bud Otis	Rep. Roscoe Bartlett	Chief of Staff
188	Annie Palisi	Rep. Diane Black	Chief of Staff
189	Scott Parker	Rep. Rob Bishop	Chief of Staff
190	Katie Patru	House Republican Conference	Leadership Staff
191	David Peluso	Rep. Gus Bilirakis	Chief of Staff
192	Pepper Pennington	Rep. Daniel Webster	Chief of Staff
193	Mark Pettitt	Rep. Mo Brooks	Chief of Staff
194	Jim Pfaff	Rep. Tim Huelskamp	Chief of Staff
195	Chris Phelen	Rep. Doug Lamborn	Chief of Staff
196	Fred Piccolo	Rep. Dennis A. Ross	Chief of Staff
197	Steve Pinkos	Office of the Republican Whip	Leadership Staff
198	Yleem Poblete	House Foreign Affairs Cmte.	Committee Staff
199	Parker Poling	Rep. Patrick McHenry	Chief of Staff
200	Sarah Pompei	Office of the Republican Whip	Leadership Staff
201	Jacque Ponder	Rep. Mike Coffman	Chief of Staff
202	Todd Poole	Rep. Virginia Foxx	Chief of Staff
203	David Popp	House Republican Conference	Leadership Staff
204	Janet Poppleton	Rep. Ralph M. Hall	Chief of Staff
205	Amy Porter	Rep. Edward Royce	Chief of Staff
206	Lawrence Purpuro	Rep. Dan Benishek	Chief of Staff
207	James Quinn	Rep. Bill Cassidy	Chief of Staff
208	Dave Ramey	Rep. Ken Calvert	Chief of Staff
209	Erik Rayman	Rep. Adam Kinzinger	Chief of Staff
210	Kevin Reigrut	Rep. Andy Harris	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	Patrick Rothwell	Rep. Lou Barletta	Chief of Staff

Attendance List

Chiefs of Staff Retreat5/18/2011
8:56:50 AM

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

Attendance List

Chiefs of Staff Retreat

5/18/2011

8:56:50 AM

Name		Institution	Reason Invited:
249	Travis Smith	Rep. Kevin Yoder	Chief of Staff
250	Will Smith	House Appropriations Cmte.	Committee Staff
251	Kevin Smith	Office of the Speaker	Leadership Staff
252	Mike Smullen	Rep. Bill Johnson	Chief of Staff
253	Austin Smythe	House Budget Cmte.	Committee Staff
254	Mike Sommers	Office of the Speaker	Leadership Staff
255	David Sours	Rep. Phil Gingrey, M.D.	Chief of Staff
256	John Sparkman	Rep. Edward Whitfield	Chief of Staff
257	Matthew Specht	Rep. Jeff Flake	Chief of Staff
258	Alan Spencer	Rep. Jo Bonner	Chief of Staff
259	Andrew Speth	Rep. Paul Ryan	Chief of Staff
260	Mary Springer	Rep. Rob Wittman	Chief of Staff
261	Jo-Marie St. Martin	Office of the Speaker	Leadership Staff
262	Michael Staley	Rep. Spencer Bachus	Chief of Staff
263	Tom Stallings	Rep. Steve Southerland	Chief of Staff
264	Steve Stallmer	Rep. Chris Gibson	Chief of Staff
265	Mike Steel	Office of the Speaker	Leadership Staff
266	Ryan Stenger	Rep. Bob Gibbs	Chief of Staff
267	John Stipicevic	Office of the Republican Whip	Leadership Staff
268	Jordan Stoick	Rep. Kristi Noem	Chief of Staff
269	Justin Stokes	Rep. Richard Hanna	Chief of Staff
270	Steve Stombres	Office of the Republican Leader	Leadership Staff
271	Kelle Strickland	House Ethics Cmte.	Committee Staff
272	Adam Sullivan	Rep. Jack Kingston	Chief of Staff
273	Randy Swanson	Rep. James Lankford	Chief of Staff
274	Afton Swift	Rep. Jaime Herrera Beutler	Chief of Staff
275	Peter Tateishi	Rep. Dan Lungren	Chief of Staff
276	Paul Teller	Republican Study Committee	Leadership Staff
277	Adam Terry	Rep. Rodney Alexander	Chief of Staff
278	Brian Thomas	Rep. Kenny Marchant	Chief of Staff
279	Ryan Thompson	Rep. Joe Barton	Chief of Staff

Attendance List

Chiefs of Staff Retreat5/18/2011
8:56:50 AM

Name		Institution	Reason Invited:
280	Anne Thorsen	Office of the Speaker	Leadership Staff
281	Bill Tighe	Rep. Thomas Marino	Chief of Staff
282	Helen Tolar	House Veterans' Affairs Cmte.	Committee Staff
283	Mike Tomberlin	Rep. Chip Cravaack	Chief of Staff
284	Jon Traub	House Ways and Means Cmte.	Committee Staff
285	Warren Tryon	House Financial Services Cmte.	Committee Staff
286	Tom Van Flein	Rep. Paul Gosar	Chief of Staff
287	Matthew Van Patton	Rep. Trey Gowdy	Chief of Staff
288	Ben Vanderveen	Rep. Justin Amash	Chief of Staff
289	Stephen Vermillion	Rep. David Rivera	Chief of Staff
290	Mark Walker	Rep. Dan Burton	Chief of Staff
291	John Walker	Rep. John R. Carter	Chief of Staff
292	Ryan Walker	Rep. Bob Latta	Chief of Staff
293	Beau Walker	Rep. Steve Womack	Chief of Staff
294	Mike Ward	Rep. Todd Rokita	Chief of Staff
295	Kristi Way	Office of the Republican Leader	Leadership Staff
296	Erskine Wells	Rep. Steven Palazzo	Chief of Staff
297	Jeanette Whitener	Rep. Randy Neugebauer	Chief of Staff
298	Joe Wicks	Rep. Tim Walberg	Chief of Staff
299	Todd Willens	Rep. Steve Pearce	Chief of Staff
300	Lance Williams	Rep. Jeff Duncan	Chief of Staff
301	Arlene Willis	Rep. Jerry Lewis	Chief of Staff
302	Brian Worth	Office of the Republican Whip	Leadership Staff
303	Scott Yeldell	Rep. Francisco Canseco	Chief of Staff
304	Ray Yonkura	Rep. Jim Jordan	Chief of Staff
305	Joby Young	Rep. Austin Scott	Chief of Staff
306	Todd Young	House Natural Resources Cmte.	Committee Staff
307	Chris Zeigler	Rep. Patrick J. Tiberi	Chief of Staff
308	Ethan Zorfas	Rep. Frank Guinta	Chief of Staff



**Chiefs of Staff Retreat
May 12-14, 2011
AGENDA**

Thursday, May 12, 2011

- 3:30 PM** **Check In**
- 4:00 PM** **Welcome**
Mark Strand, President of the Congressional Institute
- 4:00-4:45 PM** **Dial Testing: Determining Best Information Sources**
Rich Thau, Presentation Testing
- 4:45-5:45 PM** **Landscape Session**
David Winston, The Winston Group
- 5:45-6:30** **Analysis of Dial Testing & Chiefs Focus Group**
Rich Thau, Presentation Testing
- 6:30 PM** **Reception**
- 7:00-9:00 PM** **Dinner**
Dan Meyer, Chairman of Congressional Institute, introduces
Speaker John Boehner

Friday, May 13, 2011

- 7:00-8:30 AM** **Breakfast**
- 8:30-9:30 AM** **The Data-Driven Congressional Office: Best Practices for E-Newsletters, Costly Snail Mail, and Internet Ads**
Rich Thau, Presentation Testing
- 9:30-10:30 AM** **Ethics Rules**
Jan Baran, Wiley Rein LLP
Rob Walker, Former Staff Director and Chief Counsel to the House and Senate Ethics Committee
- 10:30-11:15 AM** **Communicating with Your Constituents**
Nicholas Thompson, Vice-President, The Tarrance Group
Lowell Baker, President/Founder, Logos Communications, Inc.

11:30-12:15**Best Practices Breakout Sessions**

- **Lessons Learned: A Course Geared to New Chiefs** - Andy Keiser (Chief of Staff, Rep. Mike Rogers), Ryan Walker (Chief of Staff, Rep. Bob Latta), Mary Springer (Chief of Staff, Rep. Rob Wittman)
- **New Media** - Patrick Bell, Director of New Media for **House Republican Conference**
- **Franked Mail Plans** - Steven Moore (Chief of Staff, Chief Deputy Whip Peter Roskam)
- **Planning and Office Management** - Mark Strand, President Congressional Institute and former House and Senate chief of staff
- **Effective outreach** - Armstrong Robinson (Chief of Staff, Rep. Geoff Davis)

12:30-2:00 PM**Working Lunch: Redistricting**

Ben Ginsberg, Patton Boggs LLP, and panel discussion with House Committee on Administration Staff on the ABC's of Newly Formed Districts

2:00-3:15 PM**Jobs and Economic Growth**

Moderator: Steve Stombres, Chief of Staff, House Majority Leader
Jon Traub, Staff Director, House Ways and Means Committee
Michael Beckerman, Deputy Staff Director, Energy & Commerce Committee

3:15-4:15 PM**Budget and Spending Fight**

Douglas Holtz-Eakin, President, American Action Forum

4:15-5:15 PM**Repealing and Defunding the Government Takeover of Healthcare**

Brett Loper, Policy Director, Speaker of the House
Neil Bradley, Deputy Chief of Staff, House Leader

5:15-6:15 PM**Plenary Session****6:30 PM****Reception****7:00-9:00 PM****Dinner**

Rich Galen, Political Strategist and Author of the blog *Mullings*

Saturday, May 14, 2011**8:00 AM****Breakfast****9:00-9:45 AM****Best Practices Breakout Sessions II**

- **Lessons Learned: A Course Geared to New Chiefs** - Barry Brown (Chief of Staff, Rep. Michael Burgess), Andy Keiser (Chief of Staff, Rep. Mike Rogers), Ryan Walker (Chief of Staff, Rep. Bob Latta), Mary Springer (Chief of Staff, Rep. Rob Wittman)
- **New Media** - Patrick Bell, Director of New Media for House Republican Conference
- **Franked Mail Plans** - Steven Moore (Chief of Staff, Chief Deputy Whip Peter Roskam)
- **Planning and Office Management** - Mark Strand, President Congressional Institute and former House and Senate chief of staff
- **Effective outreach** - Armstrong Robinson (Chief of Staff, Rep. Geoff Davis)

10:00-11:00 AM

Leadership Staff Panel

Barry Jackson, Chief of Staff, Speaker

Steve Stombres, Chief of Staff, House Majority Leader

Tim Berry, Chief of Staff, House Majority Whip

Dee Buchanan, Chief of Staff, House Republican Conference

11:00 AM

End of Retreat