

HAND DELIVERED

Original  Amendment  
LEGISLATIVE RESOURCE CENTER

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

2008 JAN 29 PM 2:06

OFFICE OF THE CLERK  
U.S. HOUSE OF REPRESENTATIVES

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): Orrin Harrison IV

Name of Accompanying Family Member (if any): Tandy Harrison

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

Date of Departure and Date of Return: November 1-3

Dates at Personal Expense: None

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): Bicameral Chief of Staff

Retreat to learn best practices for my job duties

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 Standards' 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: \_\_\_\_\_

SESSIONS

**TRAVEL EXPENSES:**

	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses
For employee:	N/A	274.50	356.00
For accompanying family member:	N/A	0.00	310.00

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

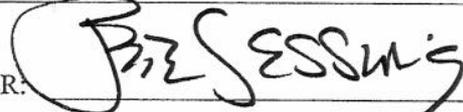
I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.

SIGNATURE OF EMPLOYEE:  \_\_\_\_\_

DATE: 11/15/07

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: Pete Sessions

SIGNATURE OF SUPERVISING MEMBER:  \_\_\_\_\_

DATE: 11/15/07

*Version date 4/2007 by Committee on Standards of Official Conduct*

U.S. House of Representatives  
Committee on Standards of Official Conduct

PRIVATELY-SPONSORED TRAVEL APPROVAL FORM  
For Members, Officers and Employees  
(submit directly to the Committee)

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 XXV, 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.

Members, officers and employees seeking approval for travel are urged to submit all forms to the Committee 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. A copy of this form will be made available for public inspection. Please type form. Form (and any attachments) may be faxed to the Committee at (202) 226-7172.

1. Name of Member, officer or employee (traveler): ORRIN HARRISON
2. Sponsor(s) (who will be paying for the trip): CONGRESSIONAL INSTITUTE
3. a. Dates of travel: 11/1 -> 11/3  
 b. Will you be extending the trip at your personal expense?  Yes  No  
 If yes, dates at personal expense: \_\_\_\_\_
4. If travel is for participation a one-day event (per trip sponsor question 10), check one of the following:  
 a. Approval for one-night's lodging and meals is being requested:  or  
 b. Approval for two-nights' lodging and meals is being requested:   
 If "b" is checked, explain why the second night is warranted: \_\_\_\_\_
5. Travel destination(s): CAMBRIDGE, MARYLAND
6. Explain why participation in the trip is connected to your official or representational duties:  
BICAMERAL CHIEF OF STAFF RETREAT TO LEARN BEST PRACTICES FOR MY JOB DUTIES
7. Private Sponsor Travel Certification Form is attached, including agenda, invitee list, and any other attachments (signify "yes" by checking box):

STEPHANIE TUBBS JONES, OHIO  
CHAIRWOMAN

GENE GREEN, TEXAS  
LUCILLE ROYBAL-ALLARD, CALIFORNIA  
MICHAEL F. DOYLE, PENNSYLVANIA  
WILLIAM D. DELAHUNT, MASSACHUSETTS

WILLIAM V. O'REILLY,  
CHIEF COUNSEL/STAFF DIRECTOR  
DAWN KELLY MOBLEY,  
COUNSEL TO THE CHAIRWOMAN

ONE HUNDRED TENTH CONGRESS

## U.S. House of Representatives

COMMITTEE ON STANDARDS OF  
OFFICIAL CONDUCT

Washington, DC 20515-6328

September 28, 2007

DOC HASTINGS, WASHINGTON  
RANKING REPUBLICAN MEMBER

JO BONNER, ALABAMA  
J. GRESHAM BARRETT, SOUTH CAROLINA  
JOHN KLINE, MINNESOTA  
MICHAEL T. McCAUL, TEXAS

TODD UNGERECHT  
COUNSEL TO THE RANKING  
REPUBLICAN MEMBER

SUITE HT-2, THE CAPITOL  
(202) 225-7103

Mr. Orrin Harrison  
Office of the Honorable Pete Sessions  
1514 Longworth House Office Building  
Washington, DC 20515

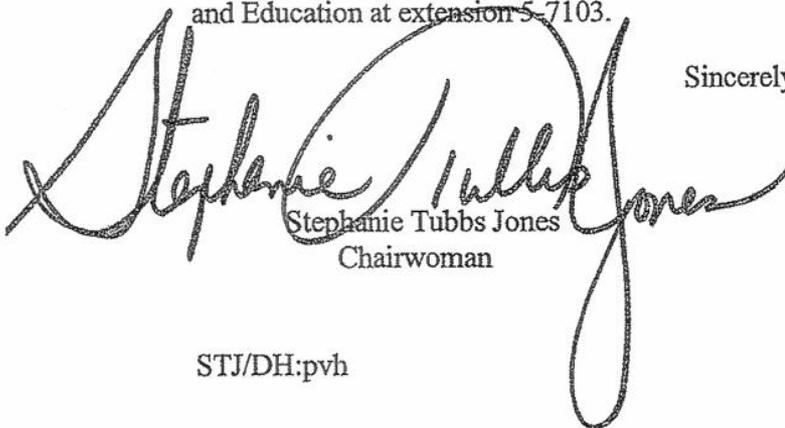
Dear Mr. Harrison:

Pursuant to House Rule XXV, clause 5(d)(2), the Committee on Standards of Official Conduct hereby approves your proposed trip to Cambridge, Maryland scheduled for November 1 to 3, 2007 sponsored by the Congressional Institute.

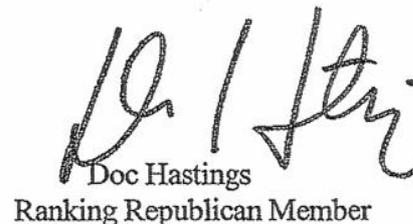
You must complete an Employee Travel Disclosure Form (which your employing Member must also sign) and file it with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are required to attach a copy of this letter and the Private Sponsor Travel Certification Form, including all attachments. You must also include a copy of the Privately-Sponsored Travel Approval 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 \$305 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,



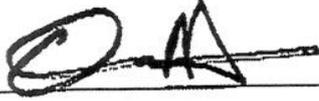
Stephanie Tubbs Jones  
Chairwoman



Doc Hastings  
Ranking Republican Member

STJ/DH:pvh

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

Signature: 

Name of Signatory (if other than traveler): ORRIN HARRISON

For staff, name of employing Member/Committee: PETE SESSIONS (R-TX)

Office address: 1514 LONGWORTH

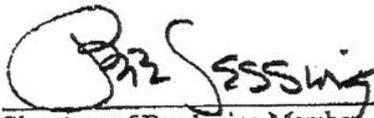
Phone number: 226.8426

Email address: guy.harrison@mail.house.gov

Committee staff may contact you if additional information is required.

**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.

  
Signature of Employing Member

Date: 9.21.07

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

Committee on Standards of Official Conduct  
U.S. House of Representatives  
HT-2, The Capitol  
Washington, DC 20515  
(202) 225-7103 (phone)  
(202) 225-7392 (general fax)  
(202) 226-7172 (fax for travel approvals)

Version date 4/2007 by Committee on Standards of Official Conduct

**U.S. House of Representatives  
Committee on Standards of Official Conduct**

**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
  
6. Dates of travel: November 1-3, 2007
  
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  
the Congressional Institute, a 501(c)(4) organization, is to promote public education about Congress and to hold  
educational conferences including retreats 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: None  
 \_\_\_\_\_
- 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): Thursday,  
11/1: \$157, Friday 11/2: \$206, Saturday 11/3 \$22.50
- 17. Reason for selecting the location of the event or trip: Proximity to Washington DC and convenience of the  
participants
- 18. Name of hotel or other lodging facility: Chesapeake Hyatt, Cambridge, MD
- 19. Cost per night of hotel or other lodging facility (approximate cost may be provided): \$122 room rate  
and 12.5% taxes
- 20. Reason(s) for selecting hotel or other lodging facility: Proximity to Washington DC and convenience of the  
participants

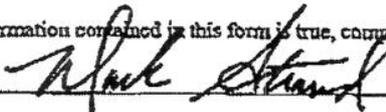
21. TOTAL EXPENSES FOR EACH PARTICIPANT:

<input type="checkbox"/> actual amounts <input checked="" 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	\$274.50	\$386
For each accompanying family member	\$0	\$0	spouse \$344 or child \$233

	Other 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: 1001 N. Fairfax Street, STE 420, Alexandria, VA 22134  
 Telephone number: 703-837-8812  
 Fax number: 703-837-8817  
 Email Address: strand@coninst.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 Standards of Official Conduct  
 U.S. House of Representatives  
 HT-2, The Capitol  
 Washington, DC 20515  
 (202) 225-7103 (phone)  
 (202) 225-7392 (general fax)  
 (202) 226-7172 (fax for travel approvals)

Version date 4/2007 by Committee on Standards of Official Conduct

Attendance List

**Bicameral Chiefs of Staff Retreat**9/18/2007  
3:28:28 PM

Name		Institution	Reason Invited:
1	Will Plaster	House Administration Cmte.	Staff Director
2	William O'Conner	House Agriculture Cmte.	Staff Director
3	Frank Cushing	House Appropriations Cmte.	Staff Director
4	Bob Simmons	House Armed Services Cmte.	Staff Director
5	James Bates	House Budget Cmte.	Staff Director
6	Victor Klatt	House Education & Labor Cmte.	Staff Director
7	Bud Albright	House Energy & Commerce Cmte.	Staff Director
8	Thomas Weimer	House Energy Independence & Global	Staff Director
9	Todd Ungerecht	House Ethics Cmte.	Staff Director
10	Larry Lavendar	House Financial Services Cmte.	Staff Director
11	Yleem Poblete	House Foriegn Affairs Cmte.	Staff Director
12	Rob O'Connor	House Homeland Security Cmte.	Staff Director
13	Michael Meermans	House Intelligence Cmte.	Staff Director
14	Joseph Gibson	House Judiciary Cmte.	Staff Director
15	Llyod Jones	House Natural Resources Cmte.	Staff Director
16	David Martin	House Oversight & Government Reform	Staff Director
17	Seth Webb	House Republican Conference	Leadership Staff
18	Karen Haas	House Republican Conference	Leadership Staff
19	Rachel Hodges	House Republican Conference	Leadership Staff
20	Ed Patru	House Republican Conference	Leadership Staff
21	Charles Cooper	House Republican Conference	Leadership Staff
22	Nathan Imperiale	House Republican Conference	Leadership Staff
23	Patrick Rothwell	House Republican Policy Committee	Leadership Staff
24	Hugh Halpern	House Rules Committee	Staff Director
25	Janet Poppleton	House Science & Technology Cmte.	Staff Director
26	Kevin Fitzpatrick	House Small Business Cmte.	Staff Director
27	James Coon	House Transportation & Infrastructure	Staff Director
28	James Lariviere	House Veterans' Affairs Cmte.	Staff Director
29	Brett Loper	House Ways & Means Cmte.	Staff Director
30	Hood Harris	Office of Cong. Aderholt	Chief of Staff
31	Paul Protic	Office of Cong. Akin	Chief of Staff
32	Adam Terry	Office of Cong. Alexander	Chief of Staff

Attendance List

**Bicameral Chiefs of Staff Retreat**9/18/2007  
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Name		Institution	Reason Invited:
33	Rich Dunn	Office of Cong. Bachmann	Chief of Staff
34	Warren Tryon	Office of Cong. Bachus	Chief of Staff
35	Christina Casteel	Office of Cong. Baker	Chief of Staff
36	Lance Williams	Office of Cong. Barrett	Chief of Staff
37	Bud Otis	Office of Cong. Bartlett	Chief of Staff
38	Heather Couri	Office of Cong. Barton	Chief of Staff
39	Kathy Lydon	Office of Cong. Biggert	Chief of Staff
40	Steve Danon	Office of Cong. Bilbray	Chief of Staff
41	Rebecca Hyder	Office of Cong. Bilirakis	Chief of Staff
42	Scott Parker	Office of Cong. Bishop	Chief of Staff
43	Steve Brophy	Office of Cong. Blackburn	Chief of Staff
44	Amy Poe	Office of Cong. Blunt	Chief of Staff
45	Mick Krieger	Office of Cong. Boehner	Chief of Staff
46	Alan Spencer	Office of Cong. Bonner	Chief of Staff
47	Frank Cullen	Office of Cong. Bono	Chief of Staff
48	Matt Sagely	Office of Cong. Boozman	Chief of Staff
49	Jeff Dobrozsi	Office of Cong. Boustany	Chief of Staff
50	Doug Centilli	Office of Cong. Brady	Chief of Staff
51	Aloysius Hogan	Office of Cong. Broun	Chief of Staff
52	Delores DaCosta	Office of Cong. Brown	Chief of Staff
53	Pete Meachum	Office of Cong. Brown-Waite	Chief of Staff
54	Dave Karvelas	Office of Cong. Buchanan	Chief of Staff
55	Barry Brown	Office of Cong. Burgess	Chief of Staff
56	Mark Walker	Office of Cong. Burton	Chief of Staff
57	Mike Copher	Office of Cong. Buyer	Chief of Staff
58	Dave Ramey	Office of Cong. Calvert	Chief of Staff
59	Jim Brandell	Office of Cong. Camp	Chief of Staff
60	David Bowser	Office of Cong. Campbell	Chief of Staff
61	Joe Hunter	Office of Cong. Cannon	Chief of Staff
62	Rob Collins	Office of Cong. Cantor	Chief of Staff
63	Joel Brubaker	Office of Cong. Capito	Chief of Staff
64	Richard Hudson	Office of Cong. Carter	Chief of Staff

## Attendance List

**Bicameral Chiefs of Staff Retreat**

9/18/2007

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Name		Institution	Reason Invited:
65	Mike Quaranta	Office of Cong. Castle	Chief of Staff
66	Gary Lindgren	Office of Cong. Chabot	Chief of Staff
67	Ed McDonald	Office of Cong. Coble	Chief of Staff
68	Sean Murphy	Office of Cong. Cole	Chief of Staff
69	Jeff Burton	Office of Cong. Conaway	Chief of Staff
70	John Ariale	Office of Cong. Crenshaw	Chief of Staff
71	Tom Wiblemo	Office of Cong. Cubin	Chief of Staff
72	Tony Essalih	Office of Cong. Culberson	Chief of Staff
73	Brenda Otterson	Office of Cong. Davis	Chief of Staff
74	Chris Connelly	Office of Cong. Davis	Chief of Staff
75	David Thomas	Office of Cong. Davis	Chief of Staff
76	Justin Brasell	Office of Cong. Davis	Chief of Staff
77	Chris Riley	Office of Cong. Deal	Chief of Staff
78	George McElwee	Office of Cong. Dent	Chief of Staff
79	Thomas Bean	Office of Cong. Diaz-Balart	Chief of Staff
80	Ana Carbonell	Office of Cong. Diaz-Balart	Chief of Staff
81	Richard Robinson	Office of Cong. Doolittle	Chief of Staff
82	Carrie Melvin	Office of Cong. Drake	Chief of Staff
83	Brad Smith	Office of Cong. Dreier	Chief of Staff
84	Bob Griffiths	Office of Cong. Duncan	Chief of Staff
85	Bill McBride	Office of Cong. Ehlers	Chief of Staff
86	Lloyd Smith	Office of Cong. Emerson	Chief of Staff
87	Annette Carr	Office of Cong. English	Chief of Staff
88	Wade Heck	Office of Cong. Everett	Chief of Staff
89	Nate Webb	Office of Cong. Fallin	Chief of Staff
90	Tonnie Wybensing	Office of Cong. Feeney	Chief of Staff
91	Chris Jones	Office of Cong. Ferguson	Chief of Staff
92	Margaret Klessig	Office of Cong. Flake	Chief of Staff
93	Dee Gilmore	Office of Cong. Forbes	Chief of Staff
94	Kelly Lungren-	Office of Cong. Fortenberry	Chief of Staff
95	Luis Baco-Sanchez	Office of Cong. Fortuno	Chief of Staff
96	Tom Quaadman	Office of Cong. Fossella	Chief of Staff

Attendance List

9/18/2007

3:28:28 PM

**Bicameral Chiefs of Staff Retreat**

Name		Institution	Reason Invited:
97	Todd Poole	Office of Cong. Foxx	Chief of Staff
98	Tom Stallings	Office of Cong. Franks	Chief of Staff
99	Nancy Fox	Office of Cong. Frelinghuysen	Chief of Staff
100	Joel Kassiday	Office of Cong. Gallegly	Chief of Staff
101	Michelle Presson	Office of Cong. Garrett	Chief of Staff
102	Guy Ciarrocchi	Office of Cong. Gerlach	Chief of Staff
103	Anthony Caligiuri	Office of Cong. Gilchrest	Chief of Staff
104	Mark Wellman	Office of Cong. Gillmor	Chief of Staff
105	Sean Dalton	Office of Cong. Gingrey	Chief of Staff
106	Michael Tomberlin	Office of Cong. Gohmert	Chief of Staff
107	Jerr Rosenbaum	Office of Cong. Goode	Chief of Staff
108	Shelley Husband	Office of Cong. Goodlatte	Chief of Staff
109	Robert Head	Office of Cong. Granger	Chief of Staff
110	Tom Brown	Office of Cong. Graves	Chief of Staff
111	Janet Perry-Poppleton	Office of Cong. Hall	Chief of Staff
112	Mike Stokke	Office of Cong. Hastert	Chief of Staff
113	Todd Young	Office of Cong. Hastings	Chief of Staff
114	Andrew Duke	Office of Cong. Hayes	Chief of Staff
115	Mac Abrams	Office of Cong. Heller	Chief of Staff
116	Dee Buchanan	Office of Cong. Hensarling	Chief of Staff
117	Derek Harley	Office of Cong. Herger	Chief of Staff
118	Wayne Struble	Office of Cong. Hobson	Chief of Staff
119	Amy Plaster	Office of Cong. Hoekstra	Chief of Staff
120	Erik Rasmussen	Office of Cong. Hulshof	Chief of Staff
121	Victoria Middleton	Office of Cong. Hunter	Chief of Staff
122	Wayne Roper	Office of Cong. Inglis	Chief of Staff
123	Dale Neugebauer	Office of Cong. Issa	Chief of Staff
124	Sapna Delacourt	Office of Cong. Jindal	Chief of Staff
125	Jerome Clarke	Office of Cong. Johnson	Chief of Staff
126	David Heil	Office of Cong. Johnson	Chief of Staff
127	Glen Downs	Office of Cong. Jones	Chief of Staff
128	Ray Yonkura	Office of Cong. Jordan	Chief of Staff

Attendance List

**Bicameral Chiefs of Staff Retreat**9/18/2007  
3:28:28 PM

Name	Institution	Reason Invited:
129 Bryan Malenius	Office of Cong. Keller	Chief of Staff
130 Brenna Findley	Office of Cong. King	Chief of Staff
131 Kevin Fogarty	Office of Cong. King	Chief of Staff
132 Heather McNatt	Office of Cong. Kingston	Chief of Staff
133 Lester Munson	Office of Cong. Kirk	Chief of Staff
134 Steve Sutton	Office of Cong. Kline	Chief of Staff
135 Trent Wisecup	Office of Cong. Knollenberg	Chief of Staff
136 Brian Fitzpatrick	Office of Cong. Kuhl	Chief of Staff
137 Diane Liesman	Office of Cong. LaHood	Chief of Staff
138 Robert McCreary	Office of Cong. Lamborn	Chief of Staff
139 Mike Gruber	Office of Cong. Latham	Chief of Staff
140 Matthew Wallen	Office of Cong. LaTourette	Chief of Staff
141 Arlene Willis	Office of Cong. Lewis	Chief of Staff
142 Daniel London	Office of Cong. Lewis	Chief of Staff
143 Rob Woodall	Office of Cong. Linder	Chief of Staff
144 Mary Annie Harper	Office of Cong. LoBiondo	Chief of Staff
145 Stacey Glasscock	Office of Cong. Lucas	Chief of Staff
146 Victor Arnold-Bik	Office of Cong. Lungren	Chief of Staff
147 Jeff Cohen	Office of Cong. Mack	Chief of Staff
148 Adam Magary	Office of Cong. Manzullo	Chief of Staff
149 Brian Thomas	Office of Cong. Marchant	Chief of Staff
150 James Min	Office of Cong. McCarthy	Chief of Staff
151 Greg Hill	Office of Cong. McCaul	Chief of Staff
152 Martin Van Valkenburg	Office of Cong. McCotter	Chief of Staff
153 Clayton Hall	Office of Cong. McCrery	Chief of Staff
154 Jon Causey	Office of Cong. McHenry	Chief of Staff
155 Robert Taub	Office of Cong. McHugh	Chief of Staff
156 Bob Cochran	Office of Cong. McKeon	Chief of Staff
157 Connie Partoyan	Office of Cong. McMorris Rodgers	Chief of Staff
158 Rusty Roberts	Office of Cong. Mica	Chief of Staff
159 Jamie Roe	Office of Cong. Miller	Chief of Staff
160 Dan McFaul	Office of Cong. Miller	Chief of Staff

Attendance List

9/18/2007  
3:28:28 PM**Bicameral Chiefs of Staff Retreat**

Name		Institution	Reason Invited:
161	John Rothrock	Office of Cong. Miller	Chief of Staff
162	Todd Novascone	Office of Cong. Moran	Chief of Staff
163	Susan Mosychuk	Office of Cong. Murphy	Chief of Staff
164	Guy Short	Office of Cong. Musgrave	Chief of Staff
165	Andy Polk	Office of Cong. Myrick	Chief of Staff
166	Gayland Barks	Office of Cong. Neugebauer	Chief of Staff
167	Johnny Amaral	Office of Cong. Nunes	Chief of Staff
168	Tom Lizardo	Office of Cong. Paul	Chief of Staff
169	Bob Carter	Office of Cong. Pearce	Chief of Staff
170	Bill Smith	Office of Cong. Pence	Chief of Staff
171	Jordan Clark	Office of Cong. Peterson	Chief of Staff
172	Debra Gebhardt	Office of Cong. Petri	Chief of Staff
173	Susan Butler	Office of Cong. Pickering	Chief of Staff
174	Gabe Neville	Office of Cong. Pitts	Chief of Staff
175	Scott Miller	Office of Cong. Platts	Chief of Staff
176	Heather Ramsey	Office of Cong. Poe	Chief of Staff
177	Michael Hesse	Office of Cong. Porter	Chief of Staff
178	Matt McGinley	Office of Cong. Price	Chief of Staff
179	Lori Salley	Office of Cong. Pryce	Chief of Staff
180	Mathew Joyner	Office of Cong. Putnam	Chief of Staff
181	Ted Maness	Office of Cong. Radanovich	Chief of Staff
182	Dean Peterson	Office of Cong. Ramstad	Chief of Staff
183	Lori Rowley	Office of Cong. Regula	Chief of Staff
184	Jay Martin	Office of Cong. Rehberg	Chief of Staff
185	Michael Shields	Office of Cong. Reichert	Chief of Staff
186	Brian Murray	Office of Cong. Renzi	Chief of Staff
187	Sally Vastola	Office of Cong. Reynolds	Chief of Staff
188	Marshall Macomber	Office of Cong. Rogers	Chief of Staff
189	Will Smith	Office of Cong. Rogers	Chief of Staff
190	Andy Keiser	Office of Cong. Rogers	Chief of Staff
191	Rick Dykema	Office of Cong. Rohrabacher	Chief of Staff
192	Art Estopinan	Office of Cong. Ros-Lehtinen	Chief of Staff

Attendance List

9/18/2007  
3:28:28 PM**Bicameral Chiefs of Staff Retreat**

Name		Institution	Reason Invited:
193	Steven Moore	Office of Cong. Roskam	Chief of Staff
194	Amy Porter	Office of Cong. Royce	Chief of Staff
195	Andrew Speth	Office of Cong. Ryan	Chief of Staff
196	Robert Schwarzwald	Office of Cong. Sali	Chief of Staff
197	Elise Aronson	Office of Cong. Saxton	Chief of Staff
198	Barry Bennett	Office of Cong. Schmidt	Chief of Staff
199	Tom Schreiber	Office of Cong. Sensenbrenner	Chief of Staff
200	Guy Harrison	Office of Cong. Sessions	Chief of Staff
201	Sean Noble	Office of Cong. Shadegg	Chief of Staff
202	Betsy Hawkings	Office of Cong. Shays	Chief of Staff
203	Craig Roberts	Office of Cong. Shimkus	Chief of Staff
204	Jeffrey Loveng	Office of Cong. Shuster	Chief of Staff
205	Lindsay Slater	Office of Cong. Simpson	Chief of Staff
206	Jeff Shapiro	Office of Cong. Smith	Chief of Staff
207	Mary Noonan	Office of Cong. Smith	Chief of Staff
208	Jennifer Brown	Office of Cong. Smith	Chief of Staff
209	Renee Howell	Office of Cong. Souder	Chief of Staff
210	Jack Seum	Office of Cong. Stearns	Chief of Staff
211	Elizabeth Bartheld	Office of Cong. Sullivan	Chief of Staff
212	MacArthur Zimmerman	Office of Cong. Tancredo	Chief of Staff
213	Eric Hultman	Office of Cong. Terry	Chief of Staff
214	Bill Harris	Office of Cong. Thornberry	Chief of Staff
215	Jeff Kahrs	Office of Cong. Tiahrt	Chief of Staff
216	Chris Zeigler	Office of Cong. Tiberi	Chief of Staff
217	Stacy Barton	Office of Cong. Turner	Chief of Staff
218	Joan Hillebrands	Office of Cong. Upton	Chief of Staff
219	Joe Wicks	Office of Cong. Walberg	Chief of Staff
220	Brian MacDonald	Office of Cong. Walden	Chief of Staff
221	Daniel Gage	Office of Cong. Walsh	Chief of Staff
222	Helen Hardin	Office of Cong. Wamp	Chief of Staff
223	Dana Gartzke	Office of Cong. Weldon	Chief of Staff
224	Jeanette Whitener	Office of Cong. Weller	Chief of Staff

Attendance List

**Bicameral Chiefs of Staff Retreat**9/18/2007  
3:28:28 PM

Name		Institution	Reason Invited:
225	Chip Lake	Office of Cong. Westmoreland	Chief of Staff
226	John Sparkman	Office of Cong. Whitfield	Chief of Staff
227	Michelle Barlow	Office of Cong. Wicker	Chief of Staff
228	Bryce Dustman	Office of Cong. Wilson	Chief of Staff
229	Dino Teppara	Office of Cong. Wilson	Chief of Staff
230	Daniel Scandling	Office of Cong. Wolf	Chief of Staff
231	Michael Anderson	Office of Cong. Young	Chief of Staff
232	Harry Glenn	Office of Cong. Young	Chief of Staff
233	Steve Stombres	Office of the Deputy Whip	Leadership Staff
234	George Canty	Office of the Leader	Leadership Staff
235	Dave Schnittger	Office of the Leader	Leadership Staff
236	Jo-Marie St. Martin	Office of the Leader	Leadership Staff
237	Mike Sommers	Office of the Leader	Leadership Staff
238	Trevor Kolego	Office of the Leader	Leadership Staff
239	Paula Nowakowski	Office of the Leader	Leadership Staff
240	Ed Cassidy	Office of the Leader	Leadership Staff
241	Greg Maurer	Office of the Leader	Leadership Staff
242	Brian Gaston	Office of the Whip	Leadership Staff
243	Neil Bradley	Office of the Whip	Leadership Staff
244	Kyle Nevins	Office of the Whip	Leadership Staff
245	Antonia Ferrier	Office of the Whip	Leadership Staff
246	Ashley Hoy	Office of the Whip	Leadership Staff
247	Melanie Looney	Office of the Whip	Leadership Staff



**Bicameral Chiefs of Staff Retreat**  
**Thursday, November 1<sup>st</sup> – Saturday, November 3<sup>rd</sup>**  
**The Hyatt Regency Chesapeake Bay, Cambridge, Maryland**

**TENTATIVE AGENDA**

**Thursday, November 1, 2007**

**12:00 - 1:45 Luncheon Meeting**

*Mark Strand, Congressional Institute President*  
*Republican Leader John Boehner*

- Discussion of Retreat format and goals
- Opening address

**2:00 - 3:00 New Ethics Rules: Managing your Member, Staff and External Relationships to Ensure Compliance**

*Jan Baran, Partner, Wiley Rein LLP*  
*Ed Cassidy, Counsel, House Minority Leader*

Legal and Congressional experts will provide an overview of the new rules and answer participants' questions. Attendees will then split into smaller groups where they will be asked to resolve hypothetical situations where new ethics rules apply.

**3:00 - 4:30 Tele-Townhalls**

*Richard Thau, Presentation Testing*

Presentation of survey data on tele-townhall meetings. Followed by a "best practices" panel discussion by chiefs of staff whose offices have done numerous tele-townhall meetings. The presentation will be followed by a soup-to-nuts demonstration of a tele-townhall meeting.

**4:30 - 4:45 Break**

**4:45 - 5:45 General Petreus' Report: What Next for Iraq?**

*Guest speaker from the Administration*

Speaker followed by panel discussion by outside experts on possible scenarios in the year ahead.

**6:30 - 7:15 Reception**

**7:15 Dinner**

*Former Speaker Newt Gingrich*

Working for a new and better future through freedom and security

**Friday, November 2, 2007**

**8:00 - 9:00 Breakfast**

**9:00 - 10:00 Current Landscape**

*Dave Winston, The Winston Group*

*Richard Thau, Presentation Testing*

*Linda DiVall, American Viewpoint*

Panel discussion by panel of public opinion experts of what the current mood of the country is, what their expectations are, how do they see the current Congress.

**10:00 - 10:15 Break**

**10:15 - 11:15 Branding: Every Organization Has One, Deliberately or Not**

*Richard Costello, Former Director of Marketing for GE*

Every organization has a brand – or an essence. Its success depends on how well the public believes in that brand and its promise. Mr. Costello will review the branding process and what its implications are for Congressional action. Dave Winston will participate.

**11:15 - 12:00 Breakout Discussion Groups**

- Immigration
- Defense Policy
- Economic Security
- Tax Policy
- Health Care

**12:00 - 12:45 Lunch**

**12:45 - 1:30 General Session**

*Speaker to be announced.*

**1:45 - 2:45 Communicating with the White House**

*Candi Wolff, Assistant to the President for Legislative Affairs*

*Dan Meyer, Deputy Assistant to the President for Legislative Affairs*

How the White House is functioning with the Democrat Majority and what will the remaining year of the Bush presidency will look like.

**2:45 - 4:00 House and Senate Breakout Groups**

**4:00 - 4:15 Break**

**4:15 - 5:15 Congressional Websites**

*Richard Thau, Presentation Testing*

Most Congressional website and e-newsletter programs fall short in the eyes of constituents. The problem with HIR templates are that they don't provide what constituents really want from a website. Find out what survey show constituents want that they are not getting, how to design and implement an effective e-newsletter program, and whether or not paper mail such as postal patrons are still worth sending.

**5:15 - 5:30 Best Practice for E-Newsletter Program**  
Chiefs of Staff panel discussion.

**5:30 - 6:30 The Congressional Website of the Future**  
DJ Smith, Capital Idea Ventures & Former  
Live demonstration of the Congressional website of the future with an interactive component that will show chiefs how easy it is to add constituent favorites such as blogs, video – and how a search function that makes it easy to find positions and votes on issues would work. Presented by former IT Hill staffer D.J. Smith.

**6:30 - 7:00 Reception**

**7:00 Dinner**  
*Guest speaker to be announced.*

**Saturday, November 3, 2007**

**8:00-9:30 Breakfast**

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12ND DISTRICT, TEXAS  
COMMITTEE ON RULES  
COMMITTEE ON THE BUDGET  
COMMITTEE ON FINANCIAL SERVICES (ON LEAVE)  
RESULTS CAUCUS CHAIRMAN



Congress of the United States  
House of Representatives

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To: Standard

Fax #: 6. 7172

From:  Congressman Pete Sessions

Guy Harrison

Josh Saltzman

Bobby Hillert

Gina Vaughn

Scott Cunningham

Leigh Carter

Jim Silliman

Emily Davis

Intern

Evan Shoop

Intern

Date: 26. Sept. 07

# of Pages (including cover): 17

Message: