

From: Candice Boyer <cboyer@atr.org>

To: "Small, Jeffrey D" <jeffrey_small@ios.doi.gov>, "scheduling@ios.doi.gov" <scheduling@ios.doi.gov>

Subject: [EXTERNAL] Wednesday Meeting information

Date: Tue, 26 May 2020 20:06:01 +0000

Attachments: DB_Event_Information_Request_Form_2019_(Candice_Boyer).docx

I had better luck with this copy and was able to edit it.

Please see attached and let me know what date might work.

Kind regards,

Candice Boyer

ATR

Director of Scheduling and Outreach

From: Candice Boyer <cboyer@atr.org>

Sent: Tuesday, May 26, 2020 3:53 PM

To: SIO, Scheduling <scheduling_sio@ios.doi.gov>; Small, Jeffrey D <jeffrey_small@ios.doi.gov>

Subject: Re: [EXTERNAL] Re: ATR Wednesday Meeting April 27

From: SIO, Scheduling <scheduling_sio@ios.doi.gov>

Sent: Tuesday, May 26, 2020 3:52 PM

To: Candice Boyer <cboyer@atr.org>; Small, Jeffrey D <jeffrey_small@ios.doi.gov>

Subject: Re: [EXTERNAL] Re: ATR Wednesday Meeting April 27

Hi Candice,

Thank you for the invitation. The Secretary will not be able to participate in tomorrow's event, but would be interested in participating in the future. I am not sure if the form Jeff sent was the same as the one I attached, but once we receive this back, we will be able to process the request with our ethics office. This process can take up to a week before we are cleared to get this on the schedule.

Thank you,

Skyler

From: Candice Boyer <cboyer@atr.org>

Sent: Tuesday, May 26, 2020 3:41 PM

To: Small, Jeffrey D <jeffrey_small@ios.doi.gov>; SIO, Scheduling <scheduling_sio@ios.doi.gov>

Subject: [EXTERNAL] Re: ATR Wednesday Meeting April 27

Dear DOI scheduling,

#1363177.1

Wanted to check back with all of you— should we be expecting the Secretary tomorrow? To whom should I send a Teams link? Would you like to test the Teams link?

Kind regards,

Candice Boyer
Director of Scheduling and Outreach
Americans for Tax Reform
202-785-0266

On May 22, 2020, at 6:24 PM, Candice Boyer <cboyer@atr.org> wrote:

Hi Jeff,

The document attached is not editable (Even when editing is enabled) so I've done my best to fill in the info here.

Contact: Candice Boyer, Director of Scheduling and Outreach, cboyer@atr.org, cell: (b) (6)

Join the ATR Wednesday Meeting via Microsoft Teams; 5 mins of remarks and follow up questions; Moderated by Grover Norquist

Requested topic: Update on Offshore/onshore royalty relief

May 27, 2020 or any other Wednesday in near future. The meeting runs from 10am 11:30am each Wednesday.

This is not a fundraising effort. This is the ATR Wednesday Meeting, hosted by Grover Norquist, a gathering of 150 center-right activists, think tanks, state, and administration staff. It has been taking place Weekly in Washington since the 90s. Since COVID we have gone to a digital format using Microsoft Teams. The purpose is to work together towards our common policy goals. Reminder: the meeting was originally founded to combat the Clinton administrations health policy but has expanded over the years to all public policy issues.

Topics we would be interested in hearing from the Secretary on are: update on onshore/offshore royalty relief would be ideal.

We've had three other Cabinet Secretaries this year, administration officials, numerous Congressmen, and a few Governors, as well as the different conservative groups in town.

The meeting, the Agenda, and who attends are off the record—I'm happy to speak by phone.

We have 25 presenters each week and average 150 attendees.

The Secretary would have 5mins for remarks and there would be follow up questions which Grover moderates from the chat feature and asks the questions.

Please let me know if you would like to set up a call to discuss further.

Thanks so much. We would be delighted if the Secretary could join us!

Kind regards,

#1363177.2

Candice Boyer
Director of Scheduling and Outreach
ATR

From: Small, Jeffrey D <jeffrey_small@ios.doi.gov>
Sent: Friday, May 22, 2020 5:56 PM
To: Candice Boyer <cboyer@atr.org>
Subject: Re: [EXTERNAL] ATR Wednesday Meeting April 29

Candice,

Can you all fill out and submit attached?

You can Cc me when you send back to scheduling.

Thank you.

Sincerely,

Jeff Small
Senior Advisor to the Secretary
U.S. Department of the Interior
Intergovernmental Affairs/External Affairs/Communications
1849 C Street NW
Office 6217
Washington D.C. 20240
202-208-6649 (direct)
202-344-5532 (work cell)
jeffrey_small@ios.doi.gov

Note: Every email and text I send or receive is subject to public release under the Freedom of Information Act.

From: Candice Boyer <cboyer@atr.org>
Sent: Friday, May 22, 2020 5:41 PM
To: Small, Jeffrey D <jeffrey_small@ios.doi.gov>
Subject: Re: [EXTERNAL] ATR Wednesday Meeting April 29

thanks you too.

From: Small, Jeffrey D <jeffrey_small@ios.doi.gov>
Sent: Friday, May 22, 2020 5:41 PM
To: Candice Boyer <cboyer@atr.org>
Subject: Re: [EXTERNAL] ATR Wednesday Meeting April 29

Thank you. Just sent this off again. Have a good Memorial Day Weekend.

Sincerely,

#1363177.3

Jeff Small
Senior Advisor to the Secretary
U.S. Department of the Interior
Intergovernmental Affairs/External Affairs/Communications
1849 C Street NW
Office 6217
Washington D.C. 20240
202-208-6649 (direct)
202-344-5532 (work cell)
jeffrey_small@ios.doi.gov

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From: Candice Boyer <cboyer@atr.org>
Sent: Friday, May 22, 2020 5:37 PM
To: Small, Jeffrey D <jeffrey_small@ios.doi.gov>
Subject: Re: [EXTERNAL] ATR Wednesday Meeting April 29

Hi Jeffrey,

I wanted to follow up again in this
An update on royalty relief for onshore/offshore would be ideal. Is there Any chance the Secretary could speak to that?

Kind regards,

Candice Boyer
Director of Scheduling and Outreach
Americans for Tax Reform
202-785-0266

On May 18, 2020, at 2:13 PM, Small, Jeffrey D jeffrey_small@ios.doi.gov wrote:

Hi Candice!

I sent off but let me follow-up. Are there any particular topics you all want him to cover or do you envision more of just a general update from him?

Sincerely,

Jeff Small
Senior Advisor to the Secretary
U.S. Department of the Interior
Intergovernmental Affairs/External Affairs/Communications
1849 C Street NW
Office 6217
Washington D.C. 20240
202-208-6649 (direct)
202-344-5532 (work cell)

#1363177.4

jeffrey_small@ios.doi.gov

Note: Every email and text I send or receive is subject to public release under the Freedom of Information Act.

From: Candice Boyer <cboyer@atr.org>
Sent: Monday, May 18, 2020 12:52 PM
To: Small, Jeffrey D <jeffrey_small@ios.doi.gov>
Subject: Re: [EXTERNAL] ATR Wednesday Meeting April 29

Hi Jeffrey,

Did you hear anything back from scheduling? I'd love to get a date on the books the Secretary would only need to join for about 10mins-15mins total. Speaking time would be 5mins.

Kind regards

Candice Boyer
Director of Scheduling and Outreach
Americans for Tax Reform
202-785-0266

On May 11, 2020, at 9:49 AM, Small, Jeffrey D jeffrey_small@ios.doi.gov wrote:

Candice, thanks so much for the follow-up. Let me follow-up with the scheduling team as I'm sure we'd like to make happen if we can.

Sincerely,

Jeff Small
Senior Advisor to the Secretary
U.S. Department of the Interior
Intergovernmental Affairs/External Affairs/Communications
1849 C Street NW
Office 6217
Washington D.C. 20240
202-208-6649 (direct)
202-344-5532 (work cell)
jeffrey_small@ios.doi.gov

Note: Every email and text I send or receive is subject to public release under the Freedom of Information Act.

From: Candice Boyer <cboyer@atr.org>
Sent: Friday, May 8, 2020 2:49 PM
To: Small, Jeffrey D <jeffrey_small@ios.doi.gov>
Subject: Re: [EXTERNAL] ATR Wednesday Meeting April 29

Hi Jeff,

#1363177.5

Wanted to follow-up on this. Is there a Wednesday in the next few weeks that might work?

Please let me know—I'd love to get the Secretary on the books.

Kind regards,

Candice Boyer
Director of Scheduling and Outreach
Americans for Tax Reform
202-785-0266

On Apr 27, 2020, at 9:02 PM, Small, Jeffrey D <jeffrey_small@ios.doi.gov> wrote:

Hi Candice!

There is probably not enough time to run by Ethics and get approval for this week to be honest but I'm sure we would love to make happen soon. Are you all going to be doing these every week?

Sincerely,

Jeff Small
Senior Advisor to the Secretary
U.S. Department of the Interior
Intergovernmental Affairs/External Affairs/Communications
1849 C Street NW
Office 6217
Washington D.C. 20240
202-208-6649 (direct)
202-344-5532 (work cell)
jeffrey_small@ios.doi.gov

Note: Every email and text I send or receive is subject to public release under the Freedom of Information Act.

From: Candice Boyer <cboyer@atr.org>
Sent: Monday, April 27, 2020 8:38:47 PM
To: Small, Jeffrey D <jeffrey_small@ios.doi.gov>
Subject: [EXTERNAL] ATR Wednesday Meeting April 29

Hi Jeffrey,

I wanted to let you know that ATR is still hosting the Wednesday Meeting via Video Chat using Microsoft Teams. Is there any chance he could join us this week?

Our meeting is from 10am—11:30am.
We would ask for 5mins from the Secretary.

Thanks for considering.

#1363177.6

Kind regards,

Candice Boyer
Director of Scheduling and Outreach
Americans for Tax Reform
202-785-0266

On Feb 21, 2020, at 4:01 PM, Small, Jeffrey <jeffrey_small@ios.doi.gov> wrote:

Looking like I won't hear anything back till Monday as the Secretary and some key officials are traveling but will circle back asap. Have a good weekend.

Jeff Small
Senior Advisor to the Secretary
U.S. Department of the Interior
Intergovernmental Affairs/External Affairs/Communications
1849 C Street NW
Office 6217
Washington D.C. 20240
202-208-6649 (direct)
202-344-5532 (work cell)
jeffrey_small@ios.doi.gov

Note: Every email and text I send or receive is subject to public release under the Freedom of Information Act.

On Fri, Feb 21, 2020 at 2:25 PM Candice Boyer <cboyer@atr.org> wrote:

Thanks for pushing Jeff, we would really like to hear from the Secretary and next week is perfect for both parties.

From: Small, Jeffrey <jeffrey_small@ios.doi.gov>
Sent: Friday, February 21, 2020 2:22 PM
To: Candice Boyer <cboyer@atr.org>
Cc: Mike Palicz <mpalicz@atr.org>
Subject: Re: ATR Meeting Next Week

Candice,

Thank you very much for the invite and opportunity. Know we definitely want to get him there soon.

I sent this off and am hopeful next week will work.

Will let you all know as soon as I hear back.

Sincerely,

Jeff Small
Senior Advisor to the Secretary
U.S. Department of the Interior
Intergovernmental Affairs/External Affairs/Communications

#1363177.7

1849 C Street NW
Office 6217
Washington D.C. 20240
202-208-6649 (direct)
202-344-5532 (work cell)
jeffrey_small@ios.doi.gov

Note: Every email and text I send or receive is subject to public release under the Freedom of Information Act.

On Fri, Feb 21, 2020 at 1:05 PM Candice Boyer <cboyer@atr.org> wrote:

Dear Jeff,

I am attaching an invite for the Secretary to join us at the Wednesday Meeting. Next week is CPAC week and that is usually a large meeting for us so it would be a great time to get him over. We invited Secretary Bernhardt last year to come any week that worked for the schedule, but didn't have any luck. I am hoping that if he cannot come next week that we at least might see him sometime this year.

The Wednesday Meeting averages 150 attendees and is very fluid so we would need no more than 20-30mins of the Secretary's time in and out.

Thank you for considering this request.

Kind regards,

Candice Boyer
Director of Scheduling and Outreach
Americans for Tax Reform
(202) 785-0266 (ATR Mainline)

#1363177.8

Event Information Request Form

To ensure that the appropriate individual within the Department of the Interior is participating at your event and because the Office of the Secretary is committed to maintaining the highest ethical standards, we need the information requested below before we can agree to confirm a speaker¹.

Please respond to the questions below and send your response to scheduling@ios.doi.gov.

If you have any questions you may contact the Scheduling Office at 202-208-7551.

Title of the Event (please note if the event is a weekly, monthly, annual, etc.):	The ATR Wednesday Meeting
Date of Event (please note if the date is flexible):	Flexible—Every Wednesday
Event Location (venue, address, city and state):	Online via Microsoft Teams
Point(s) of Contact (Name, Email, Phone):	Canice Boyer cboyer@atr.org (b) (6)
Briefly describe the event in detail including the purpose and desired role of the Secretary:	This is not a fundraising effort. This is the ATR Wednesday Meeting, hosted by Grover Norquist, a gathering of 150 center-right activists, think tanks, state, and administration staff. It has been taking place Weekly in Washington since the 90s. Since COVID we have gone to a digital format using Microsoft Teams. The purpose is to work together towards our common policy goals. Reminder: the meeting was originally founded to combat the Clinton administration's health policy but has expanded over the years to all public policy issues.
Please describe any specific request of the Secretary at the event (i.e. deliver keynote remarks, attend an event, meet with attendees etc.):	5mins remarks followed by questions Topics we would be interested in hearing from the Secretary on are: update on onshore/offshore royalty relief would be ideal.
Is the event a fundraiser? If yes, please explain who it is benefiting (i.e. specific charity, a political candidate, etc.):	NO
Event Host and Sponsor	
Who is the <u>event host</u> ? (Please identify and provide background on the Event host as well as any other organization involved in the Event.)	Grover Norquist, President of ATR

¹Per the Administration Ethics Pledge, the Secretary agreed that he will not for a period of two years from the date of his appointment participate in any particular matter involving specific parties in which a former employer or client of his is or represents a party, if he served that former employer or client during the two years prior to his appointment, absent a waiver under Section 3 of Executive Order No. 13770. This includes recusal from any meeting or other communication with such a former employer or client unless (1) there are five or more different stakeholders present and (2) no particular matters involving specific parties are discussed.

#1363243.1

Is the <u>event host</u> a registered lobbyist or lobbying organization, and/or registered under the Foreign Agents Registration Act? (If yes, please identify.)	Yes. Registered Lobbyist. ATR is a non-profit organization with several registered lobbyist on staff.
Is the <u>event host</u> a partisan political candidate, a representative of a political party or a registered political action committee (PAC)? (If yes, please identify.)	
Is the <u>event host</u> a 501(c)(3) organization or a media organization? (If yes, please identify.)	Yes, Americans for Tax Reform (ATR)
Is the <u>event host</u> seeking or currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? (If yes, please describe.)	
Who are the <u>sponsors</u> of the event? Please identify and provide background information on the individual and/or entity.	ATR
Are any event <u>sponsors</u> seeking or do they currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? (If yes, please describe.)	
With which Bureau or Agency does your agenda most align? Please list all, if more than one.	
Audience	
Approximately how many people are expected to attend the event?	150
Please describe the target audience of the event (elected officials, local community leaders, academics, industry representatives, public sector representatives, etc.).	A gathering of 150 center-right activists, think tanks, state, and administration staff. It has been taking place Weekly in Washington since the 90s.
Will the attendees at the event include persons with a diversity of views or interests, or representatives from throughout an industry or profession, or the range of persons interested in a matter? (If yes, please describe.)	All are center-right thought leaders.
Is the event open to the public? If not, please describe who is invited.	No. Invitation only. (See above)

#1363243.2

Who are other VIPs or speakers confirmed and in what role?	Happy to discuss the agenda when a date is chosen.
Who are other VIPs or speakers invited?	We've had three other Cabinet Secretaries this year, administration officials, numerous Congressmen, and a few Governors, as well as the different conservative groups in town.
Remarks	
If you are requesting remarks, are there any specific issues you would like the Secretary to highlight/address in his remarks?	update on onshore/offshore royalty relief would be ideal.
What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, participating in a panel or roundtable, etc.)?	5 mins and questions moderated by Grover.
What is the public registration/ticket fee to attend/participate in the event?	There is no fee.
Communications	
Is the event open or closed to press?	Off the record.
If open, are you expecting local, trade, state, or national news coverage?	No
If this is an annual event, which news outlets typically cover the event?	Every week, no news coverage.
Will you be advertising or live streaming the event on any social media outlets? (If yes, please explain.)	Since Covid we have been conducting video chat via Microsoft teams.
Logistics/Other*	
What does the invitation include: registration/conference event fee; meals or refreshments; receptions or other entertainment; informational materials; memento or token of appreciation; and/or travel (ground or air transportation, hotel, etc.).	N/A
Does all or part of the invitation to the Secretary extend to other Department staff such as security, advance, and/or those staff essential to the Secretary's participation in the event? (If yes, please identify.)	N/A
Does the invitation extend to the Secretary's spouse or other guest? If yes, will others in	N/A

#1363243.3

attendance generally be accompanied by a spouse or other guest?	
What is the monetary value of the invitation to the Secretary, etc.? Please identify how the costs were determined. (Please attach separate sheet if necessary.)	None.
Please supply any other pertinent background information for the event (history of the event, prior attendance by DOI officials, draft agendas, event website, promotional/advertising materials, outreach plan, etc.):	
If the Secretary is not able to attend, is a surrogate desired? If yes, anyone specific?	We are happy to welcome a designated DOI attendee any week, but this invite is specifically for the Secretary.
Any additional notes or information?	

***IMPORTANT NOTE: The purpose of these questions is to elicit information relevant to the ethics analysis and is not a solicitation or request for anything of value by the Department or any of its employees.**

#1363243.4