

Minnesota  
**Campaign Finance and  
 Public Disclosure Board**



Suite 190 . Centennial Office Building . 658 Cedar Street . St. Paul MN 55155-1603 . Website: www.cfboard.state.mn.us . Email: cf.board@state.mn.us

**Report of Lobbyist's Disbursements  
 from Personal Funds**

**Filing Instructions**

- If you have no personal disbursements to report, you need not file this report.
- This report may be emailed to cf.board@state.mn.us or faxed to 651-539-1196; 800-357-4114
- All information on this form or report is public information and may be published on the Board's website at www.cfboard.state.mn.us
- Do not use pencil or red ink.
- Board staff may also be reached by phone at 651-539-1187; 800-657-3889 or by email at: cf.board@state.mn.us

**Lobbyist information**



Name of Lobbyist	Registration number
Address	
City, state, zip	
Telephone (daytime)	
Lobbyist email address	

**Reporting Period**

Check (✓) the box for the reporting period this report covers

- | Due Date                                  | Period Covered                   |
|---|----------------------------------|
| <input type="checkbox"/> June 15, 2017    | January 1 through May 31, 2017   |
| <input type="checkbox"/> January 17, 2017 | June 1 through December 31, 2016 |

Check (✓) the box below *only if applicable* and provide the requested information.

- Amendment Check this box if you are filing this report to AMEND a previously-filed report. Write in the date of the report you are amending. \_\_\_\_\_

**Certification**

I, \_\_\_\_\_, **certify that this report is complete, true, and correct.**  
 (print or type name of lobbyist)

\_\_\_\_\_  
 Signature of lobbyist

\_\_\_\_\_  
 Date

Any person who signs and certifies to be true a report or statement which the person knows contains false information, or who knowingly omits required information, is subject to a civil penalty imposed by the Board of up to \$3,000 and is subject to criminal prosecution for a gross misdemeanor.

This document is available in alternative formats to individuals with disabilities by calling 651-539-1180; 800-657-3889; or through the Minnesota Relay Service at -800-627-3529.

## General definitions

**Administrative Action** - An action by any public official, board, commission or agency of the executive branch to adopt, amend, or repeal a rule under Minn. Stat., ch. 14, as well as application of adopted rules in cases of rate setting, power plant and powerline siting, and granting of certificates of need under Minn. Stat., chap. 216B.243.

An administrative action pursuant to Minn. Stat., ch. 14, begins on publication of the notice required under Minn. Stat., section 14.101, subdivision 1, or at an earlier time when the official, board, commission or agency undertaking the rulemaking takes the first formal action required by law to begin the rulemaking process. An administrative action for a purpose other than rulemaking begins when the commission or agency undertaking the action takes the first formal action required by statute to begin the action or as otherwise defined by statute.

**Due Date** - Date by which reporting form must be delivered to the Board office or postmarked, to be considered timely filed.

**Legislative Action** - Any action by either house of the legislature, committee, or subcommittee with regard to any bill, resolution, amendment, nomination, appointment, or report. Includes gubernatorial approval or veto of any bill.

**Local Official** - A person who holds elective office in a political subdivision or who is appointed to or employed in a public position in a metropolitan governmental unit in which the person has authority to make, to recommend, or to vote on major decisions regarding the expenditure or investment of public money.

**Metropolitan Governmental Unit** - Any of the seven counties in the metropolitan area as defined in section 473.121, subd. 2; a regional railroad authority established by one or more of those counties under section 398.A.03; a city with a population of over 50,000 located in the seven-county metropolitan area; the metropolitan council, or a metropolitan agency as defined in section 473.121, subd. 5a.

If you have questions or need further clarification, please call the Campaign Finance & Public Disclosure Board office at 651-539-1187 or 800-657-3889; or for TTY/TDD communication contact us through the Minnesota Relay Service at 800-627-3529.

## Definitions for Schedule A

1. **Preparation and distribution of lobbying materials** - Includes the cost of research and writing, preparation, publication, and distribution of reports, newsletters or other publications for lobbying and pro-rata associated office expenses and compensation.
2. **Media advertising** - Includes the cost of media space or time used for lobbying activities. The cost of preparation of materials for use in the media is reported in #1 Preparation and distribution of lobbying materials.
3. **Telephone and communications** - Includes costs for local and long-distance telephone services, electronic mail, pagers, cellular telephones, facsimile distribution services, telegraph, and other communications services.
4. **Postage and distribution** - Includes costs of postage from the United States Postal Service as well as other distribution costs associated with lobbying activities.
5. **Fees and allowances** - Includes fees for consulting, surveys, polls, legal counsel or other services, as well as expenses associated with those services.
6. **Entertainment** - Includes costs of all entertainment associated with any situation where lobbying activities take place.
7. **Food and beverages** - Includes costs of all food and beverages associated with any situation where lobbying activities take place.
8. **Travel and lodging** - Includes costs of all travel and lodging associated with any lobbying activity.
9. **Support Staff administrative costs and salary** – Associated administrative costs and salary of an individual who provides support to a lobbyist and whose support is attributable to lobbying.
10. **All other lobbying disbursements** - Includes general administration and overhead and any other lobbyist disbursements not reported in other categories.

## Schedule A - Total lobbying disbursements

Report on this schedule the total amount spent by the lobbyist that is not attributable to any entity the lobbyist represents. Report the amount spent in each of the categories listed, during the reporting period.

**See definitions of disbursements on page 2.**

	To Influence Legislative Action	To Influence Administrative Action including rulemaking or amending of rules	To Influence Metropolitan Governmental Unit Action
1. Preparation and distribution of lobbying materials	\$	\$	\$
2. Media advertising	\$	\$	\$
3. Telephone and communications	\$	\$	\$
4. Postage and distribution	\$	\$	\$
5. Fees and allowances	\$	\$	\$
6. Entertainment	\$	\$	\$
7. Food and beverages	\$	\$	\$
8. Travel and lodging	\$	\$	\$
9. Support staff administrative costs and salary	\$	\$	\$
10. All other lobbying disbursements	\$	\$	\$
Totals	\$	\$	\$

## Definitions for Schedule B

### Officials

- **Local Official** - A person who holds elective office in a political subdivision or who is appointed to or employed in a public position in a metropolitan governmental unit in which the person has authority to make, to recommend, or to vote on major decisions regarding the expenditure or investment of public money.
- **Public Official** - A legislator, constitutional officer, commissioner, assistant or deputy commissioner, member and chief administrative officer of a state board or commission, other state agency head, or member of a metropolitan agency.
- **Legislative employees.**

**Gifts or Benefits** - Includes money; real or personal property; a service; a loan; a forbearance or forgiveness of indebtedness; promise of future employment; meals and entertainment; loans of personal property for less than payment of fair market value; giving preferential treatment for purchases; honoraria; and payments of loans or other obligations.

**Loans** - Does not include loans from financial institutions made in the ordinary course of business on substantially the same terms as those prevailing for comparable transactions with other persons.

**Honoraria** - Includes anything of value given or received for services such as making speeches, writing articles, or making presentations when there is no obligation on the part of the giver to make payment.

### REASON WHY GIFT WAS GIVEN:

1. Services to assist an official in the performance of official duties, including providing advice, consultation, information, and communication in connection with legislation, and services to the official's constituents.
2. Services of insignificant monetary value.
3. A plaque or certificate.
4. Trinket or memento.
5. Informational material of unexceptional value.
6. Food or beverage at a reception, or meal provided when the official makes a speech or answers questions as part of a program.
7. Reception, meal or meeting if all members of legislature are invited at least 5 days prior to event.
8. Gift given because of the official's membership in a group, a majority of whose members are not officials, provided an equivalent gift is given to the other members of the group.
9. Gift given by a lobbyist or lobbyist principal who is a member of the official's family, unless the gift is given on behalf of someone who is not a member of the official's family.
10. Prohibited gift.

