

West Virginia Ethics Commission

Lobbyist Activity Report Form

2025-3

Late reporting fine - \$10 per business day past the dueadate (\$250 maximum)

West Virginia Ethics Commission

Attn: Lobbyist Registrar

210 Brooks St., Ste. 300

Charleston, WV 25301

304-558-0664

No faxed copies

For office use only:

Postmark _____ Rec'd _____

Days late _____ Fine _____

1. Name and contact information

Name: Kaitlyn Pytlak-morra

Address: WV Chamber of Commerce

1624 Kanawha Blvd East

City, State Zip: Charleston, WV 25311

Phone: (304) 342-1115

Email: pytlak.morra@gmail.com

2. Reporting period for which this activity report is being filed

Check	Report	Period	DueDate
X	2025-2026	9/1/25 - 12/31/25	1/15/26

3. List all employers/organizations that you represent as a lobbyist

Use additional reporting forms if necessary.

1: Chamber of Commerce/WV

4. Lobbying activity summary - If there was no activity or expenditures, indicate "none."

none

Name	Total expended
Total of all expenditures	

If you sponsored or contributed to any group event or shared expenses, list the total expended in category 5G immediately above. Complete and attach a Schedule B for each event.

Lobbyist Name: Kaitlyn Pytlak-morra

7. Lobbyist certification – Please read and sign below.

To the best of my knowledge, the information contained hereon and on any attached materials is true, correct and complete. I understand that it is a violation of WV Code §6B-3-9 to willfully and knowingly file a false or incomplete report. I further understand that if convicted of such an act, I may be fined, sentenced to jail or both.

Lobbyist Signature: _____ Date: _____

Schedule A: WV Lobbyist Expenditure Details
(Attach this completed sheet to the Lobbyist Activity Report)

Complete this form if you have made or shared any expenditure **other** than group entertainment on a public official or employee during this reporting period. If you have made expenditures in these categories - (1) *Meals & Beverages*, (2) *Lodging*, (3) *Travel*, (4) *Gifts*, (5) *Other Expenditures* - list below, you must report it in sections 1 or 2 on this form.

If you shared any of these expenditures with another lobbyist, note who shared the expenditures in the area below the recipient's name. You are not required to report on Schedule A detailed expenditures on Advertising, Contributions [including political contributions] and Group Entertainment. Expenditures in those categories must be reported on the Lobbyist Activity Report and/or Schedule B.

1. Expenditure Details - (include shared expenditures not reported on Schedule B)

Report all expenditures in any of the categories listed below on a particular person or member of their immediate family EXCEPT those reported in Section 1a or 2 (below) or any portion of a "Group Entertainment" OR "Shared Expense" event which are to be reported on Schedule B. Transfer the totals to section 5 on the Lobbyist Activity Report. If you shared expenditures with another lobbyist, identify who shared the cost in the area below each recipient's name.

Recipients	Total \$ expended
------------	-------------------

1a Gifts (Group)

Ordinarily gifts to individual legislators must not exceed \$25. Gifts such as key chains, mugs, and calendars given to ALL members of the House or Senate, the entire Legislature or to standing or joint committees must be listed here. Describe the item, to which group it was given and the total cost. You need not list each legislator who received the gift, only the name of the group. Transfer the total cost to the Lobbyist Activity Report, section **5E**.

Describe the gift(s)	Which employer provided the gift?	Which group received the gift?	Total cost of gift(s)
----------------------	-----------------------------------	--------------------------------	-----------------------

2. Participation in a Panel or Speaking Engagement

Report expenditures on a particular person in the categories listed below when such expenditure was for the individual's participation in a panel or speaking engagement. Transfer the totals to section 5 on the Lobbyist Activity Report.

Recipient name and event	Total \$ expended
--------------------------	-------------------

3. Subjects of Lobbying

For each recipient identified in 1, 1a & 2 above, explain briefly the subjects of lobbying. List the individual or group recipient and then the subject matter of the lobbying. Example: "Del. Joe Jones – Health Care" or "House Finance Committee - Environment."

