

West Virginia Ethics Commission  
**Lobbyist Activity Report Form**  
2024-2

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:  
**RECEIVED** Rec'd \_\_\_\_\_  
Days late \_\_\_\_\_ Fine \_\_\_\_\_  
By WV Ethics Commission at 9:34 am, Aug 29, 2024

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

**1. Name and contact information**

**Name:** Melissa Cyfers **Phone:** 304-345-4711  
**Address:** 400 ALLEN DRIVE **Email:** MCYFERS@YAHOO.COM  
SUITE 20  
**City, State Zip:** CHARLESTON, WV 25302

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

Check	Report	Period	DueDate
X	2023-2024	5/1/24 - 8/31/24	9/16/24

**3. List all employers/organizations that you represent as a lobbyist Use additional reporting forms if necessary.**

1: Funeral Directors and Crematory Operator's Association

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

No Reportable Expenditures for this period

Name	Total expended
<b>Total of all expenditures</b>	

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: Melissa Cyfers**

**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
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**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)
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**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
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**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."

