

**PROSPER PORTLAND
Executive Director Calendar**

These weekly calendars represent Interim Executive Director Kimberly Branam’s regular schedule of meetings plus any additional special meetings. The Director is often double-booked and her calendar may change on short notice.

Week of August 28 – September 1 2017

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 8:45 AM Meeting w/ Dan Bates	8:00 AM – 9:00 AM Desk Time	8:00 AM – 10:30 AM Office and Internal Staff Meetings	8:15 AM – 9:00 AM Meeting w/ Ben Kaiser	8:00 AM – 8:45 AM Internal Staff Meeting
9:45 AM – 11:00 AM Desk Time	9:30 AM – 11:30 AM Meeting w/ Build Portland City Partners	10:30 AM – 10:45 AM Telephone call w/ Elizabeth Mazzara-Myers	9:00 AM – 10:30 AM Office and Internal Staff Meetings	9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In
11:00 AM – 12:00 PM Personnel Interview	12:00 PM – 2:00 PM Office and Internal Staff Meetings	12:00 PM – 1:00 PM Meeting w/ Portland Housing Bureau and Mayoral staff	10:30 AM – 11:00 AM Telephone Meeting w/ Dr. Brown	10:00 AM – 11:00 AM Mayor Ted Wheeler/Prosper Portland Monthly Check-In
12:00 PM – 1:00 PM Meeting w/ Moss Adams, Chair Cruz & Commissioner Platt	2:00 PM – 5:00 PM Broadway Corridor Steering Committee / Subcommittee Meeting	1:00 PM – 2:00 PM Prosper Portland/Portland Housing Bureau Monthly Check-in	11:00 PM – 1:00 PM Office and Internal Staff Meetings	11:00 AM – 11:30 AM Monthly Check-In w/ Commissioner Fish
1:00 PM – 3:00 PM Office and Internal Staff Meetings		2:30 PM – 4:30 PM Office and Internal Staff Meetings	1:30 PM – 1:50 PM Meeting w/ Commissioner Eudaly	12:00 PM – 5:00 PM Office and Internal Staff Meetings
			2:15 PM – 3:30 PM Internal Staff Meetings	
			4:00 PM – 5:00 PM Monthly Check-In w/ Chair Cruz	