

**PROSPER PORTLAND**  
**Executive Director Calendar**

These weekly calendars represent 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 December 11 – December 15, 2017**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 9:15 AM Desk Time	7:30 AM – 9:00 AM Portland Business Alliance Board Meeting	7:30 AM – 8:15 AM Internal Staff Meeting	8:30 AM – 10:15 AM Internal Staff Meetings	8:00 AM – 8:45 AM Desk Time
9:30 AM – 10:30 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In	9:30 AM – 1:00 PM Office and Internal Staff Meetings	8:30 AM – 1:45 PM Annual Board of Commissioners Retreat	10:30 AM – 12:00 PM Planning & Development Directors Meeting	9:00 AM – 9:30 AM Mayor Ted Wheeler/Prosper Portland Leadership Check-In
11:00 AM – 11:30 AM Internal Staff Meeting	1:00 PM – 1:30 PM Personnel Interview	11:00 AM – 11:45 AM Internal Staff Meeting	1:30 PM – 5:00 PM Office and Internal Staff Meetings	9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In
12:00 PM – 2:00 PM Hill Block Nominations Committee Meeting	1:30 PM – 2:30 PM Desk Time	3:00 PM – 5:00 PM Hill Block Nominations Committee Meeting	5:30 PM – 7:30 PM Hard Hat Tour Alberta Commons	1:00 PM – 2:00 PM Desk Time
2:30 PM – 3:00 PM Personnel Interview	2:30 PM – 3:00 PM Telephone meeting w/ Dr. Brown			2:00 PM – 2:30 PM Telephone Meeting w/ Tom Rinehart
3:00 PM – 5:30 PM Office and Internal Staff Meetings	3:00 PM – 5:00 PM Office and Internal Staff Meetings			2:30 PM – 5:00 PM Office and Internal Staff Meetings
5:30 PM – 8:30 PM National Association of Minority Contractors Annual Holiday Event				

**Week of December 18 – December 22, 2017**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 11:30 AM Office and Internal Staff Meetings	8:00 AM – 8:30 AM Desk Time	8:00 AM – 9:00 AM Federal Emergency Management Agency Biological Opinion Meeting	8:00 AM – 12:00 PM Office and Internal Staff Meetings	8:00 AM – 9:30 AM Office and Internal Staff Meetings
12:00 PM – 1:45 PM Lunch Meeting w/ Susan Anderson & Leah Treat	8:30 AM – 9:30 AM Meeting w/ Ben Kaiser	9:30 AM – 10:00 AM Internal Staff Meetings	1:00 PM – 1:30 PM Telephone Meeting w/ Bobbi Stedman	10:00 AM – 11:00 AM Monthly Check-In w/ Marshall Runkel
2:00 PM – 2:30 PM Meeting w/ Portland Fire & Rescue, Mayor's Office & Commissioner Saltzman	9:30 AM – 11:30 AM Internal Staff Meetings	11:30 AM – 11:45 AM Telephone meeting w/ Ron Schubert	1:30 PM – 5:00 PM Office and Internal Staff Meetings	11:15 AM – 4:00 PM Office and Internal Staff Meetings
2:45 PM – 4:00 PM Desk Time	11:45 AM – 12:45 PM Lunch Meeting w/ Sonia Schmanski	12:00 PM – 1:00 PM Lunch Meeting w/ Bill Hart		
	1:00 PM – 2:00 PM Meeting w/ Suk Rhee	1:00 PM – 3:00 PM Internal Staff Meetings		
	3:00 PM – 4:00 PM Prosper Portland/Portland Housing Bureau Monthly Check-In	3:00 PM – 3:30 PM Telephone Meeting w/ Scott Andrews		
	4:15 PM – 5:00 PM Desk Time			