

**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 January 29 – February 2, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
			8:15 AM – 9:00 AM Meeting w/ Tom Kilbane 9:30 AM – 11:00 AM Office and Internal Staff Meetings 11:30 AM – 1:00 PM Bureau Directors Meeting 1:00 PM – 1:30 PM Meeting w/ Koffi Dessou 2:45 PM – 4:00 PM Office and Internal Staff Meetings 4:00 PM – 5:00 PM Meeting w/ Chair Cruz	8:00 AM – 8:45 AM Desk Time 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In 10:00 AM – 11:00 AM Mayor Ted Wheeler/Prosper Portland Monthly Check-In 12:00 PM – 2:00 PM Office and Internal Staff Meetings

Week February 5 – February 9, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 8:45 AM Desk Time 9:00 AM – 9:45 AM Meeting w/ Travel Portland 10:00 AM – 11:00 AM Meeting w/ Sonia Schmanski 11:30 AM – 3:00 PM Office and Internal Staff Meetings 3:00 PM – 4:00 PM Meeting w/ Bureau of Development Services	8:00 AM – 10:45 AM Office and Internal Staff Meetings 11:00 AM – 12:00 PM Monthly Check-In w/ Commissioner Fritz 12:30 AM – 5:00 PM Office and Internal Staff Meetings	8:00 AM – 11:00 AM Office and Internal Staff Meetings 11:00 AM – 12:00 PM Meeting w/ Marshall Runkel 12:00 PM – 3:00 PM Internal Staff Meetings 3:30 PM – 5:00 PM Meeting w/ Mayor Ted Wheeler's Office & Legacy Health Systems	8:15 AM – 9:00 AM Meeting w/ Jessie Burke 9:00 – 10:00 AM Internal Staff Meeting 10:30 AM – 12:00 PM Planning & Development Directors Meeting 12:30 PM – 3:00 PM Office and Internal Staff Meetings 3:00 PM – 4:00 PM Meeting w/ Boys & Girls Club of PDX Metro 4:00 PM – 5:00 PM Internal Staff Meetings	8:00 AM – 8:45 AM Desk Time 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In 10:30 AM – 1:15 PM Internal Staff Meetings 1:30 PM – 3:30 PM Council of Economic Advisors