

**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 February 12 – February 16, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:00 AM – 9:00 AM Desk Time</p> <p>9:00 AM – 10:00 AM Commissioner Briefings w/ Chair Cruz & Commissioner Myers</p> <p>10:00 AM – 12:00 PM Office and Internal Staff Meetings</p> <p>12:15 PM – 12:45 PM Commissioner Briefing w/ Commissioner Moreland-Capua</p> <p>1:00 PM – 2:00 PM Commissioner Briefings w/ Commissioners Gambetti & Platt</p> <p>2:00 PM – 5:00 PM Office and Internal Staff Meetings</p>	<p>7:30 AM – 9:00 AM Portland Business Alliance Board Meeting</p> <p>8:30 AM – 10:00 AM Build Portland Advisory Meeting</p> <p>10:30 AM – 3:30 PM Office and Internal Staff Meetings</p> <p>3:30 PM – 4:00 PM Broadway Corridor Executive Committee</p> <p>4:00 PM – 5:00 PM Desk Time</p> <p>5:30 PM – 8:00 PM Kairos' Spread the Love Event</p>	<p>8:00 AM – 9:30 AM Internal Staff Meeting</p> <p>9:15 AM – 10:00 AM Meeting w/ Kenton Neighborhood Association & REACH CDC</p> <p>10:00 AM – 12:30 PM Internal Staff Meetings</p> <p>1:00 PM – 1:15 PM Telephone Meeting w/ Chris Harder</p> <p>1:15 PM – 1:30 PM Telephone Meeting w/ Mara Zepeda</p> <p>1:30 PM – 3:00 PM Office and Internal Staff Meetings</p> <p>3:00 PM – 5:00 PM Prosper Portland Board of Commissioners Meeting</p>	<p>8:00 AM – 9:00 AM United States Post Office Tour</p> <p>9:15 AM – 10:15 AM Desk Time</p> <p>10:15 AM – 10:30 AM Telephone meeting w/ Tom Rinehart</p> <p>10:30 AM – 5:00 PM Office and Internal Staff Meetings</p>	<p>8:00 AM – 8:45 AM Desk Time</p> <p>9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In</p> <p>11:00 AM – 1:00 PM Speak @ RiverPlace Parcel 3 Groundbreaking Event</p> <p>1:30 PM – 2:00 PM Internal Staff Meetings</p> <p>2:00 PM – 2:30 PM Telephone Meeting w/ Mike Abbate</p> <p>2:30 PM – 5:00 PM Office and Internal Staff Meetings</p>

Week February 19 – February 23, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Holiday</p> <p>4:00 PM – 4:30 PM Telephone Meeting w/ Commissioner Gambetti</p>	<p>8:00 AM – 2:45 PM Office and Internal Staff Meetings</p> <p>3:00 PM – 4:00 PM Monthly Meeting w/ Portland Housing Bureau</p> <p>4:15 PM – 5:00 PM Desk Time</p>	<p>8:00 AM – 10:00 AM Late Opening Due to Inclement Weather</p> <p>10:00 AM – 11:30 AM Office and Internal Staff Meetings</p> <p>11:30 AM – 12:00 PM Telephone Meeting w/ April Rinne</p> <p>12:30 PM – 3:45 PM Internal Staff Meetings</p> <p>4:00 PM – 5:00 PM Monthly Meeting w/ Bureau Planning & Sustainability</p>	<p>8:00 AM – 10:00 AM Late Opening Due to Inclement Weather</p> <p>10:00 AM – 5:00 PM Internal Staff Meeting</p>	<p>8:00 AM – 3:15 AM Internal Staff Meeting</p> <p>3:30 PM – 4:30 PM Meeting w/ Portland General Electric</p> <p>4:30 PM – 5:00 PM Desk Time</p>