

**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 May 28 – June 1, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
				<p align="center">8:00 AM – 8:45 AM Desk Time</p> <p align="center">9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In</p> <p align="center">10:00 AM – 11:00 AM Internal Staff Meeting</p> <p align="center">1:00 PM – 2:30 PM Council of Economic Advisors</p> <p align="center">3:00 PM – 5:00 PM Office and Internal Staff Meetings</p>

Week June 4 - 8, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">9:00 AM – 11:00 AM Office and Internal Staff Meetings</p> <p align="center">11:00 AM – 12:00 PM Meeting w/ Sally Rhys</p> <p align="center">12:00 PM – 1:00 PM Audit Liaison Meeting</p> <p align="center">1:00 PM – 2:00 PM Monthly Check-In w/ Chair Cruz</p> <p align="center">1:00 PM – 4:00 PM Office and Internal Staff Meetings</p>	<p align="center">8:00 AM – 10:45 AM Office and Internal Staff Meetings</p> <p align="center">11:00 AM – 12:00 PM Monthly Check-In w/ Commissioner Fish</p> <p align="center">1:00 PM – 2:00 PM Internal Staff Meetings</p> <p align="center">2:00 PM – 3:00 PM Meeting w/ Mary Li & Peggy Brey</p> <p align="center">3:00 PM – 4:00 PM Internal Staff Meeting</p> <p align="center">4:00 PM – 4:15 PM Telephone Call w/ Dr. Brown</p> <p align="center">4:15 PM – 5:00 PM Desk Time</p>	<p align="center">8:30 AM – 2:00 PM Staff Retreat</p> <p align="center">2:00 PM – 5:00 PM Office and Internal Staff Meetings</p> <p align="center">5:30 PM – 8:00 PM Hill Block Project Working Group</p>	<p align="center">8:00 AM – 9:45 AM Personnel Interviews</p> <p align="center">10:30 AM – 11:30 AM Meeting w/ Mayor’s Office</p> <p align="center">11:30 AM – 1:00 PM Bureau Directors Meeting</p> <p align="center">1:00 PM – 1:30 PM Meeting w/ Mayor’s Office</p> <p align="center">2:00 PM – 2:30 PM Desk Time</p> <p align="center">2:40 PM – 3:00 PM Telephone Call w/ Carol Dillin & Deane Funk</p> <p align="center">3:00 PM – 4:00 PM Meeting w/ Stephen King</p> <p align="center">4:00 PM – 5:00 PM Desk Time</p> <p align="center">5:00 PM – 6:00 PM Presenter: Chinatown Museum Opening</p>	<p align="center">8:00 AM – 8:45 AM Desk Time</p> <p align="center">9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In</p> <p align="center">10:30 AM – 1:00 PM Office & Internal Staff Meetings</p> <p align="center">1:15 PM – 3:00 PM Personnel Interviews</p> <p align="center">3:30 PM – 3:45 PM Telephone Call w/ Shannon Callahan</p> <p align="center">4:00 PM – 4:30 PM Desk Time</p> <p align="center">4:30 PM – 5:00 PM Telephone Call w/ Jonathan Garcia</p>