

**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 April 30 – May 4, 2018**

Monday	Tuesday	Wednesday	Thursday	Friday
	<p align="center">7:30 AM – 9:00 AM Portland Business Alliance 2018 Annual Meeting</p> <p align="center">9:00 AM – 10:30 AM Internal Staff Meeting</p> <p align="center">12:30 PM – 1:00 PM Telephone meeting w/ Tom Rinehart</p> <p align="center">1:00 PM – 4:00 PM Internal Staff Meetings</p> <p align="center">4:00 PM – 5:00 PM Meeting with Worksystems</p>	<p align="center">7:30 AM – 4:00 PM Internal Staff Training</p> <p align="center">2:00 PM – 3:00 PM Meeting w/Congresswoman Bonamici</p> <p align="center">4:30 PM – 5:00 PM Internal Staff Meeting</p>	<p align="center">8:00 AM – 11:00 AM Office and Internal Staff Meetings</p> <p align="center">11:30 AM – 1:00 PM Bureau Directors Meeting</p> <p align="center">1:30 PM – 2:30 PM Desk Time</p> <p align="center">2:30 PM – 3:30 PM Meeting w/ Doug Stamm</p> <p align="center">3:30 PM – 4:00 PM Desk Time</p> <p align="center">4:00 PM – 4:30 PM Meeting w/ Don Tuski</p> <p align="center">4:30 PM – 5:00 PM Meeting w/ Travis Stovall</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 – 12:30 PM Office and Internal Staff Meetings</p> <p align="center">1:00 PM – 2:00 PM Meeting w/ Tillamook &amp; Portland Business Alliance</p> <p align="center">2:30 PM – 5:00 PM Internal Staff Meetings</p>

**Week May 7 – May 11, 2018**

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">8:00 AM – 8:30 AM Desk Time</p> <p align="center">8:30 AM – 9:00 AM Commissioner Briefing w/ Commissioner Moreland-Capua</p> <p align="center">9:00 AM – 9:30 PM Commissioner Briefing w/ Chair Cruz</p> <p align="center">9:30 AM-10:00AM Commissioner Briefing w/ Commissioners Myers &amp; Platt</p> <p align="center">10:00 AM – 3:00 PM Internal Staff Meetings</p> <p align="center">3:30 PM – 4:30 PM Quarterly Meeting w/ Bureau Development Services</p>	<p align="center">7:30 AM – 9:00 AM Portland Business Alliance Board Meeting</p> <p align="center">9:30 AM – 12:00 PM Internal Staff Meetings</p> <p align="center">12:00 PM – 12:15 PM Telephone Call w/ Sarah Iannarone</p> <p align="center">12:30 PM – 2:30 PM Office and Internal Staff Meetings</p> <p align="center">2:30 PM – 3:30 PM Meeting w/ Nate McCoy, Andre Bealer &amp; Tony Jones</p> <p align="center">3:30 PM – 4:30 PM Broadway Corridor Executive Committee</p> <p align="center">4:30 PM – 5:30 PM Desk Time</p>	<p align="center">8:00 AM – 1:30 PM Office and Internal Staff Meetings</p> <p align="center">2:00 PM – 3:00 PM Presentation to City Council</p> <p align="center">3:45 PM – 5:15 PM Prosper Portland Board of Commissioners Meeting</p> <p align="center">5:30 PM – 8:00 PM Hill Block Working Group Committee Meeting</p>	<p align="center">7:30 AM – 8:30 AM Robinhold/Harder/Branam/Leavitt Monthly Check-In</p> <p align="center">9:30 AM – 10:45 AM 2018 Digital Inclusion Summit</p> <p align="center">10:30 AM – 12:00 PM Planning &amp; Development Directors Meeting</p> <p align="center">1:30 PM – 4:30 PM Internal Staff Meetings</p> <p align="center">5:00 PM – 10:00 PM 2018 Oregon Technology Awards</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">10:00 AM – 11:00 AM Monthly Check-In w/ Commissioner Fritz</p> <p align="center">1:30 PM – 3:00 PM Internal Staff Meetings</p> <p align="center">3:00 PM – 3:30 PM Meeting w/ Promise King</p> <p align="center">3:30 PM – 5:00 PM Internal Staff Meetings</p>