

**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 14 – May 18, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 5:00 PM Desk Time	8:00 AM – 11:45 AM Desk Time 12:00 PM – 12:45 PM Meeting w/ Jessica Kinard 1:00 PM – 3:00 PM Office and Internal Staff Meetings 3:00 PM – 4:00 PM Portland Housing Bureau Monthly Check-in 4:30 PM – 5:30 PM Meeting w/ Maxine Fitzpatrick	8:00 AM – 9:00 AM Meeting w/ Tony DeFalco 9:30 AM – 2:45 PM Office and Internal Staff Meetings 3:00 PM – 3:30 PM Portland City Council 3:30 PM – 4:30 PM Ground Breaking at REDD East 5:00 PM – 9:00 PM Celebrate Trade Event 5:30 PM – 9:30 PM City Club of Portland Gala	8:00 AM – 10:00 AM Internal Staff Meetings 10:00 AM – 10:30 AM Meeting w/ Marshall Runkel 10:30 AM – 4:00PM Internal Staff Meetings 4:00 PM – 4:30 PM Meeting w/ April Rinne 4:30 PM – 5:00 PM Desk Time	7:00 AM – 10:00 AM 13th Annual Real Estate Conference 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In 10:00 AM – 10:30 AM Monthly Check-In w/ Tom Rinehart 11:00 AM – 3:00 PM Office and Internal Staff Meetings

Week May 21 – May 25, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 11:00 AM Office and Internal Staff Meetings 11:15 AM – 11:45 AM Telephone Call w/ Dr. Brown 1:00 PM – 1:45 PM Desk Time 2:00 PM – 3:00 PM Monthly Check-In w/ Commissioner Saltzman 3:30 PM – 4:30 PM Interview w/ Oregonian 4:30 PM – 5:00 PM Desk Time	8:00 AM – 1:00 PM Personnel Interviews 1:00 PM – 2:00 PM Staff Meeting 2:00 PM – 5:00 PM Broadway Corridor Steering Committee	7:30 AM – 2:00 PM Fair Housing Council of Oregon's Historic Bus Tour 2:00 PM – 5:00 PM Office and Internal Staff Meetings	8:00 AM – 3:00 PM Internal Staff Meetings 3:30 PM – 5:00 PM Meeting w/ Mayor Ted Wheeler's Office & Legacy Health Systems	7:00 AM – 8:30 AM Presenter: Oregon Association of Minority Entrepreneurs 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In 10:00 AM – 10:30 PM Internal Staff Meeting 12:30 PM – 1:00 PM Internal Staff Meeting 1:00 PM – 1:30 PM Meeting w/ Peter Andrews 1:30 PM – 2:00 PM Internal Staff Meeting 2:00 PM – 2:30 PM Meeting w/ Todd Albert 2:30 PM – 3:00 PM Internal Staff Meeting 3:00 PM – 4:00 PM Meeting w/ Michael Harrison & Brian Newman