

**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 October 30, – November 3, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		8:00 AM – 9:00 AM Desk Time 9:15 AM – 10:15 AM Present: Development Permitting and Transit Management Meeting 11:00 AM – 11:45 AM Internal Staff Meeting 12:00 PM – 1:00 PM Lunch w/ Mark Rosenbaum 1:15 PM – 4:00 PM Office and Internal Staff Meetings 4:00 PM – 4:30 PM Meeting w/ Ross Cornelius & Patty Tillett 4:30 PM – 5:00 PM Meeting w/ Lisa Gramp 6:00 PM – 9:00 PM Portland Business Alliance Business Leadership Evening Event	8:00 AM – 10:00 AM Office and Internal Staff Meetings 10:00 AM – 10:30 AM Meeting w/ Adidas 10:30 AM – 11:00 AM Meeting w/ Ashley Henry 11:30 AM – 1:00 PM Bureau Directors Meeting 1:30 PM – 5:00 PM Out of office	8:00 AM – 9:00 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 11:30 AM – 1:00 PM Office and Internal Staff Meetings 1:00 PM – 2:00 PM Meeting w/ Black Investment Consortium for Economic Progress 2:00 PM – 3:00 PM Meeting w/ Ray Leary and Jeana Wooley 3:00 PM – 5:00 PM Internal Staff Meetings

Week of November 6 – November 10, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 9:00 AM Office and Internal Staff Meetings 9:00 AM – 10:00 AM Commissioner Briefings w/ Chair Cruz & Commissioner Gambetti 10:00 AM – 11:00 AM Internal Staff Meeting 12:30 PM – 1:00 PM Commissioner Briefing w/ Commissioner Moreland-Capuia 1:00 PM – 3:00 PM Office and Internal Staff Meetings 3:00 PM – 4:00 PM Meeting w/ Sonia Schmanski 4:00 PM – 5:00 PM Desk Time 5:00 PM – 5:30 PM Telephone meeting w/ Dr. Brown	8:00 AM – 12:30 PM Office and Internal Staff Meetings 1:00 PM – 1:30 PM Monthly Check-In w/ Commissioner Fish 2:00 PM – 2:30 PM Desk Time 2:30 PM – 3:30 PM Commissioner Briefings w/ Commissioner Platt & Commissioner Myers 3:30 PM – 4:00 PM Internal Staff Meeting 4:00 PM – 4:30 PM Meeting w/ Elizabeth Leach 4:30 PM – 5:00 PM Internal Staff Meeting	8:30 AM – 1:30 AM GPI Board Retreat 11:30 AM – 1:00 PM OHSU Illuminate Luncheon 1:30 PM – 2:00 PM Desk Time 2:00 PM – 2:30 PM Telephone Meeting w/ Duncan Hwang 2:30 PM – 3:00 PM Desk Time 3:00 PM – 5:00 PM Prosper Portland Board of Commissioners Meeting	9:15 AM – 10:15 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In 10:30 AM – 12:00 PM Planning & Development Directors Meeting 1:00 PM – 2:30 PM Office and Internal Staff Meetings 2:30 PM – 3:00 PM Telephone meeting w/ Tom Rinehart 3:30 PM – 5:30 PM Present: My People's Market	Holiday Offices Closed 9:00 AM – 10:00 AM Check-In w/ Commissioner Myers 10:00 AM – 12:00 PM Desk Time 12:00 PM – 1:30 PM Check-In w/ Commissioner Platt 1:30 PM – 4:00 PM Desk Time 4:00 PM – 4:30 PM Conference Call w/ Kevin Kasowski 4:30 - 5:00 PM Desk Time