

**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 August 13 – August 17, 2018**

Monday	Tuesday	Wednesday	Thursday	Friday/Saturday
<p>9:00 AM – 12:00 PM Internal Staff Meetings</p> <p>12:00 PM – 1:00 PM Meeting w/ Mark Rosenbaum</p> <p>1:00 PM – 4:00 PM Desk Time</p>	<p>8:45 AM - 10:00 AM Speak: IQ Board Meeting</p> <p>10:30 AM – 11:30 AM Internal Staff Meeting</p> <p>12:00 PM – 12:30 PM Meeting w/ Mayor’s Office</p> <p>1:00 PM – 3:30 PM Personnel Interviews</p> <p>3:30 PM – 5:00 PM Internal Staff Meetings</p>	<p>9:00 AM – 4:00 PM Personnel Interviews</p> <p>4:00 PM – 5:00 PM Monthly Check-In w/ Bureau of Planning &amp; Sustainability</p>	<p>9:00 AM – 10:00 AM Neighborhood Prosperity Initiative District Manager Meeting</p> <p>11:30 AM – 2:00 PM Greater Portland Inc. Task Force Meeting</p> <p>2:30 PM – 3:00 PM Internal Staff Meetings</p> <p>3:30 PM – 5:00 PM Monthly Check-In w/ Mayor’s Office &amp; Legacy Health Systems</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>10:00 AM – 10:30 AM Meeting w/ Tom Rinehart</p> <p>11:00 AM – 4:00 PM Office &amp; Internal Staff Meetings</p> <p align="center">----- <b>Saturday</b> -----</p> <p>4:30 PM – 6:30 PM Staff: Sponsorship Table Jade Night Market</p>

**Week of August 20 – August 24, 2018**

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9:00 AM – 10:00 AM Internal Staff Meeting</p> <p>10:00 AM – 11:00 AM Meeting w/ Work Systems Inc.</p> <p>11:00 AM – 12:00 PM Conference call w/ Kapwa &amp; BMRD Consulting</p> <p>1:00 PM – 4:00 PM Desk Time</p> <p>4:15 PM – 5:00 PM Meeting w/ Mayor Wheeler</p>	<p>9:00 AM – 10:00 AM Internal Staff Meeting</p> <p>10:30 AM – 2:00 PM Meeting w/ Mayor Hosaka &amp; Mayor’s Office</p> <p>9:30 AM – 10:30 AM Meeting w/ Stephen Green</p> <p>2:00 PM – 2:45 PM Monthly check-In w/ Commissioner Saltzman</p> <p>3:00 PM – 4:00 PM Portland Housing Bureau &amp; Joint Office of Homeless Services Check-In</p> <p>4:00 PM – 5:00 PM Southwest Corridor Light Rail Project City Local Match Committee Meeting</p>	<p>8:00 AM – 9:30 AM Working from Home</p> <p>11:30 AM – 12:00 PM Internal Staff Meeting</p> <p>1:00 PM – 3:00 PM Meet: Gateway Community Members</p> <p>2:45 PM – 3:00 PM Telephone Call w/ Chris Warner</p> <p>3:30 PM – 4:15 PM Desk Time</p> <p>4:15 PM – 4:45 PM Interview: Portland Bureau of Transportation Strategic Plan w/ Catalysis</p> <p>4:45 PM – 5:15 PM Internal Staff Meeting</p>	<p>8:00 AM – 2:30 PM Office &amp; Internal Staff Meetings</p> <p>2:30 AM – 3:00 PM Meeting w/ Jessica Kinard</p> <p>3:00 PM – 5:00 PM Internal Staff Meeting</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>10:00 AM – 10:30 AM Meeting w/ Mayor Wheeler</p> <p>11:00 AM – 2:00 AM Internal Staff Meetings</p>