

**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 July 2-6, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9:00 AM – 3:00 PM Office and Internal Staff Meetings</p> <p>3:00 PM – 3:30 PM Telephone Call w/ Ashley Henry</p> <p>3:30 PM – 4:00 PM Telephone Call w/ Justin Higa</p> <p>4:15 PM – 4:45 PM Telephone Call w/ Commissioner Gambetti</p>	<p>8:30 AM – 4:00 PM Office and Internal Staff Meetings</p>	<p>HOLIDAY</p>	<p>8:30 AM – 10:00 AM Office and Internal Staff Meetings</p> <p>10:30 AM – 11:30 AM Office of Equity & Human Rights Stakeholder Focus Group</p> <p>12:00 PM – 1:00 PM Meeting w/ Amanda Lamb</p> <p>1:00 PM – 3:30 PM Desk Time</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>10:15 AM – 5:00 PM Office and Internal Staff Meetings</p>

Week July 9-13, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 AM – 9:30 AM Meeting w/ the Office of Management & Finance</p> <p>9:30 AM – 11:30 AM Internal Staff Meetings</p> <p>11:30 AM – 12:00 PM Meeting w/ Dr. Holt</p> <p>12:30 PM – 1:30 PM Lunch with Don Kraemer</p> <p>3:30 PM – 4:00 PM Desk Time</p> <p>4:00 PM – 5:00 PM Monthly Check-In w/ Mayor's Office & Legacy Health Systems</p>	<p>8:00 AM – 12:00 PM Office and Internal Staff Meetings</p> <p>12:00 AM – 1:00 PM Meeting w/ Commissioner Myers & Office of Management & Finance</p> <p>1:00 PM – 1:30 PM Internal Staff Meeting</p> <p>2:00 PM – 3:00 PM Monthly Check-In w/ Commissioner Eudaly</p> <p>3:30 PM – 5:30 PM Office & Internal Staff Meeting</p> <p>5:30 PM – 7:30 PM Business for a Better Portland Summer Social</p>	<p>7:30 AM – 9:00 AM GPI Executive Committee Meeting</p> <p>9:30 AM – 10:00 AM Meeting w/ Larry Jackson Sr.</p> <p>10:00 AM – 11:00 AM Internal Staff Meetings</p> <p>11:00 AM – 11:30 AM Monthly Check-In w/ Chair Cruz</p> <p>1:30 PM – 5:00 PM Internal Staff Meetings</p>	<p>9:00 AM – 9:30 AM Telephone call with Mark Rosenbaum</p> <p>9:30 AM – 3:30 PM Office & Internal Staff Meetings</p> <p>3:30 AM – 4:30 PM Meeting w/ Portland Housing Bureau</p> <p>4:30 PM – 5:00 PM Telephone Call w/ Ashley Henry</p> <p>5:30 PM – 7:30 PM Reception for Construction Careers Pathway Project Public Owner Workgroup</p>	<p>7:30 AM – 8:45 AM Workforce Development Board Meeting</p> <p>9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In</p> <p>10:30 AM – 1:00 PM Office & Internal Staff Meetings</p>