

**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 September 3 – September 7, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In 10:00 AM – 11:30 AM City Council Work Session 12:00 PM – 2:00 PM Internal Staff Meetings 2:00 PM – 3:00 PM Meeting w/ Biz Oregon 3:00 PM – 4:00 PM Meeting w/ Jeremy Hays 4:15 PM – 5:00 PM Monthly Check-In w/ Chair Cruz	8:30 AM – 4:00 PM Internal Staff Training 12:00 PM – 1:00 PM Meeting w/ Healthy Communities Coalition 5:30 PM – 8:00 PM Hill Block Working Group Meeting	8:00 AM – 9:00 AM Open House w/ Mayor Wheeler and Staff 11:00 AM – 11:30 AM Meeting w/ Shannon Callahan 11:30 AM – 1:00 PM Bureau Directors Meeting 2:00 PM – 5:00 PM Community Benefit Agreements Work Session w/ Prosper Portland / Portland Housing Bureau / ZGF / Healthy Communities Coalition & Continuum	8:30 AM – 9:30 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In 10:00 AM – 11:00 AM Attend: OHSU Knight Cancer Grand Opening 11:30 AM – 12:00 PM Meeting w/ Jeremy Hays 1:00 PM – 1:30 PM Monthly Check-In w/ Commissioner Fish 2:00 PM – 2:45 PM Meeting w/ Mayor's Office 3:30 PM – 5:00 PM Internal Staff Meetings

Week September 10 – September 14, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:00 AM Telephone Call w/ John Jackley 9:00 AM – 10:00 AM Commissioner Briefings w/ Chair Cruz & Commissioner Gambetti 10:00 AM – 1:00 PM Internal Staff Meetings 1:00 PM – 2:00 PM Commissioner Briefing w/ Commissioners Platt & Myers 1:00 PM – 4:00 PM Office & Internal Staff Meetings 4:00 PM – 4:15 PM Telephone call w/Fire Chief Myers	7:30 AM – 9:00 AM Portland Business Alliance Board Meeting 9:30 AM – 12:00 PM Internal Staff Meetings 12:10 PM – 1:00 PM Lunch Meeting w/ John Russell 1:00 PM – 2:30 PM Internal Staff Meetings 2:30 PM – 3:30 PM Meeting w/ Technology Association of Oregon, Portland Business Alliance & Business for a Better Portland 3:30 PM – 4:30 PM Broadway Corridor Executive Committee 4:30 PM – 5:00 PM Meeting w/ George Devendorf	8:30 AM – 10:30 AM SPEAK: Shades of Green Forum 11:00 AM – 1:00 PM Office & Internal Staff Meetings 1:00 PM – 1:45 PM Telephone Interview w/ Institute for Local Self-Reliance 1:45 PM – 2:00 PM Telephone Call w/ Chido Dhliwayo 2:00 PM – 2:30 PM Meeting w/ Claudio Campuzano CBO 2:30 PM – 3:00 PM Internal Staff Meeting 3:00 PM – 4:00 PM Meeting w/ Marshall Runkel 4:00 PM – 5:00 PM Desk Time 6:00 PM – 8:00 PM Prosper Portland Board of Commissioners Meeting	7:30 AM – 11:00 AM Greater Portland Inc 2018 Annual Economic Summit 10:30 AM – 12:00 PM Planning & Development Directors Meeting 1:00 PM – 5:00 PM Internal Staff Meetings 5:30 PM – 8:30 PM Oregon Business Industry Statesman Dinner	8:00 AM – 10:00 AM Desk Time 10:30 AM – 11:00 PM Monthly Check-In w/ Commissioner Fritz 11:30 AM – 12:30 PM Lunch Meeting w/ Tony DeFalco 1:00 PM – 2:00 PM Mayor's Office/Prosper Portland Leadership Weekly Check-In 2:15 PM – 3:00 PM Meeting w/ Duncan Hwang & Chi Nguyen 3:00 PM – 3:30 PM Communications Check-In