

**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 December 17 – December 21, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:15 AM – 9:00 AM Meeting w/ Zanele Mutepfa</p> <p>9:00 AM – 3:00 PM Office and Internal Staff Meetings</p> <p>3:00 PM – 4:30 PM Prosper Portland Budget Advisory Committee</p> <p>6:00 PM – 9:00 PM Attend: Old Town Community Association Winter Social & Silent Auction</p>	<p>8:00 AM – 12:00 PM Office and Internal Staff Meetings</p> <p>12:00 PM – 1:00 PM Lunch Meeting w/ Michelle DePass</p> <p>1:00 PM – 2:00 PM Meeting w/ Ranfis Villatoro & Elvis Tran</p> <p>2:00 PM – 3:00 PM Kimberly/Bobby 1:1</p> <p>3:00 PM – 4:00 PM Monthly Check-In w/ Portland Housing Bureau</p> <p>4:00 PM – 4:30 PM Internal Staff Meeting</p> <p>4:30 PM – 5:00 PM Telephone Call w/ Diana Nunez</p>	<p>8:30 AM – 9:30 AM Meeting w/ Mayor Wheeler & Tom Rinehart</p> <p>9:45AM – 11:55 AM Desk Time</p> <p>11:55 AM – 12:00 PM Telephone Call w/ Dina Alexander</p> <p>12:00 – 1:00 PM Lunch w/ Su Embree</p> <p>1:00 PM – 2:00 PM Meeting w/ Mayor Staff & Dr. Holt</p> <p>2:00 PM – 3:00 PM Internal Staff Meeting</p> <p>2:00 PM – 3:00 PM Quarterly Check-In w/ Jennifer Cooperman</p> <p>4:00 PM – 5:00 PM Monthly Check-In w/ Bureau of Planning & Sustainability</p>	<p>8:30 AM – 11:00 AM Internal Staff Meetings</p> <p>11:15 AM – 11:45 AM Monthly Check-In w/ Commissioner Fish</p> <p>1:30 PM – 4:15 PM Office and Internal Staff Meetings</p> <p>4:15 PM – 4:45 PM Meeting w/ Jessica Kinard</p>	<p>9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In</p> <p>9:00 AM – 9:30 AM Mayor Wheeler, Mayor's Office/Prosper Portland Leadership Check-In</p> <p>10:00 AM – 10:30 AM Monthly Check-In w/ Tom Rinehart</p> <p>11:00 00 AM – 12:30 PM Internal Staff Meeting</p> <p>1:00 PM – 2:00 PM Meeting w/ Commissioner Elect Hardesty & Karly Edwards</p> <p>2:00 PM – 2:30 PM Meeting w/ David Yaden</p> <p>2:30 PM – 4:00 PM Internal Staff Meetings</p>

December 24 – December 28, 2018

Monday	Tuesday	Wednesday	Thursday	Friday/Monday
Vacation	Vacation	Vacation	Vacation	<p>Vacation</p> <p>-----</p> <p>Vacation</p>