

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 3 – December 7, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9:00 AM – 5:00 PM Leadership Summit - Oregon Business Plan</p> <p>10:00 AM – 10:30 AM Meeting with Commissioner Fish</p> <p>11:00 AM – 12:00 PM Meeting w/ Commissioner Eudaly</p> <p>2:00 PM – 4:00 PM Meeting w/ ZRZ Realty Company Representatives & Bureau Partners</p>	<p>8:00 AM – 1:15 PM Office and Internal Staff Meetings</p> <p>1:15 PM – 1:45 PM Telephone Meeting w/ Commissioner Fish</p> <p>1:45 PM – 5:00 PM Office and Internal Staff Meetings</p>	<p>8:15 AM – 9:00 AM Meeting w/ Nolan Lienhart</p> <p>9:00 AM – 9:30 AM Meeting w/ Mayor Wheeler & Tom Rinehart</p> <p>10:00 AM – 2:00 PM Office and Internal Staff Meetings</p> <p>2:00 PM – 3:30 PM Meeting w/ Healthy Communities Coalition</p> <p>3:45 PM – 4:00 PM Telephone Meeting w/ Craig Boretz</p> <p>4:00 PM – 5:00 PM Internal Staff Meetings</p>	<p>10:30 AM – 11:00 AM Meeting w/ Shannon Callahan & Kyle Chisek</p> <p>11:00 AM – 11:30 AM Meeting w/ Shannon Callahan</p> <p>11:30 AM – 1:00 PM Bureau Directors Meeting</p> <p>1:00 PM – 2:30 PM Office and Internal Staff Meetings</p> <p>2:30 PM – 3:00 PM Meeting w/ Commissioner Fish & Shannon Callahan</p> <p>3:00 PM – 3:30 PM Meeting w/ Commissioner Eudaly & Shannon Callahan</p> <p>3:30 PM – 4:30 PM Meeting w/ Marshall Runkel</p> <p>4:30 PM – 5:15 PM Telephone Meeting w/ Chair Cruz</p>	<p>8:30 AM – 11:00 AM Meeting w/ ZRZ Realty Company Representatives & Bureau Partners</p> <p>1:00 AM – 4:30 PM Internal Staff Meetings</p> <p>4:30 PM – 5:00 PM Telephone call w/ Catherine Warren, CEO Vancouver Economic Commission</p>

Week December 10 – December 14, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9:00 AM – 10:30 AM Internal Staff Meeting</p> <p>11:00 AM – 1:00 PM Attend: Sugar Shack Demolition</p> <p>1:00 PM – 3:00 PM Office and Internal Staff Meetings</p> <p>3:00 PM – 3:30 PM Telephone Briefing w/ Commissioner Platt</p> <p>3:30 PM – 4:00 PM Telephone Briefing w/ Commissioner Myers</p> <p>4:00 PM – 4:30 PM Telephone Briefing w/ Commissioner Gambetti</p> <p>4:30 PM – 5:00 PM Telephone Briefing w/ Chair Cruz</p>	<p>7:30 AM – 8:30 AM Portland Business Alliance Board Meeting</p> <p>9:00 AM – 11:00 AM Internal Staff Meeting</p> <p>11:00 AM – 5:00 PM Working from Home</p>	<p>8:00 AM – 3:30 PM Prosper Portland Board of Commissioners Retreat</p>	<p>8:00 AM – 5:00 PM Office and Internal Staff Meetings</p>	<p>9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In</p> <p>10:00 AM – 11:00 AM Monthly Check-In w/ Commissioner Fritz</p> <p>12:00 PM – 5:00 PM Office and Internal Staff Meetings</p> <p>5:30 – 6:00 PM Attend: Beyond the Gate, Chinatown Museum</p>