

**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 November 1 – November 2, 2018

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|--|--|
| | | | 9:00 AM – 10:00 AM Personnel Interviews 10:30 AM – 11:00 AM Meeting w/ Kyle Chisek & Shannon Callahan 11:00 AM – 11:30 AM Meeting w/ Shannon Callahan 11:30 AM – 1:00 PM Bureau Directors Meeting 1:30 PM – 3:00 PM Meeting w/ ZRZ Realty Company Representatives & Bureau Partners 3:00 PM – 4:00 PM Desk Time 4:00 PM – 5:00 PM Meeting w/ NAIOP Developing Leaders Board | 9:00 AM – 10:00 AM Meeting w/ Mayor Wheeler's Staff 10:00 AM – 11:00 AM Monthly Check-In w/ Mayor Wheeler 11:30 AM – 12:45 PM Lunch w/ Commissioner Myers 1:00 PM – 1:30 PM Monthly Check-In w/ Commissioner Fish 1:30 PM – 2:00 PM Check-In w/ Marshall Runkel 2:00 PM – 2:45 PM Desk Time 3:00 PM – 4:00 PM Meeting w/ City of Portland Auditors Office 4:00 PM – 5:00 PM Meeting w/ Elissa Gertler |

Week November 5 – November 9, 2018

| Monday | Tuesday | Wednesday | Thursday | Friday |
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| 9:00 AM – 9:30 AM Telephone Call w/ Rebecca Esau 9:30 AM – 10:30 AM Desk Time 10:30 AM – 11:30 AM Meeting w/ Nafisa Fai 11:30 AM – 12:00 PM Telephone Call w/ Ryan Donahue & Brad McDearman 12:00 PM – 5:00 PM Office & Internal Staff Meetings | 8:00 AM – 12:00 PM Internal Staff Meetings 12:15 PM – 5:00 PM Personnel Interviews | 8:15 AM – 8:45 AM Meeting w/ Mayor Wheeler & Tom Rinehart 9:00 AM – 10:00 AM Meeting w/ ZRZ Realty Company Representatives & Bureau Partners 10:30 AM – 11:30 AM Meeting w/ Marshall Runkel 11:30 AM – 1:30 PM Internal Staff Meetings 1:30 PM – 2:30 PM Meeting w/ Peter Koehler 2:30 PM – 5:00 PM Internal Staff Meetings | 8:00 AM – 10:00 AM Working from Home 10:30 AM – 12:00 PM Planning & Development Directors Meeting 2:00 PM – 3:00 PM Desk Time 3:00 PM – 4:00 PM Meeting w/ Jessie Burke 4:00 PM – 5:30 PM Internal Staff Meetings 6:30 PM – 8:30 PM Attend: Hacienda Annual Gala | 7:45 AM – 4:30 PM Meeting w/ ZRZ Realty Company Representatives & Bureau Partners 5:00 PM – 7:00 PM Attend: My Peoples Market |