

**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 12 – November 16, 2018**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Holiday	9:00 AM – 10:00 AM Commissioner Briefing w/ Chair Cruz & Commissioner Gambetti  10:00 AM – 11:00 AM Internal Staff Meetings  11:00 AM – 12:00 PM Commissioner Briefing w/ Commissioner Platt  12:00 PM – 2:00 PM Meeting w/ ZRZ Realty Company Representatives & Bureau Partners  12:15 PM – 1:00 PM Commissioner Briefing w/ Commissioner Myers  3:00 PM – 3:30 PM Internal Staff Meeting  3:30 PM – 5:00 PM Meeting w/ Continuum  5:00 PM – 6:00 PM Internal Staff Meeting	8:30 AM – 9:00 AM Meeting w/ Mayor Wheeler & Tom Rinehart  9:30 AM – 3:00 PM Internal Staff Meeting  3:00 PM – 5:00 PM Prosper Portland Board of Commissioners Meeting  6:00 PM – 9:00 PM Attend: Portland Business Alliance Business Leadership Evening	8:00 AM – 8:30 AM Telephone Call w/ Bob Stoll  8:30 AM – 3:00 PM Greater Portland Inc. Board Retreat  2:00 PM – 4:00 PM Meeting w/ ZRZ Realty Company Representatives & Bureau Partners  3:00 PM – 3:30 PM Telephone Meeting w/ Shannon Callahan  4:05 PM – 5:00 PM Meeting w/ Erin Flynn *Confirmed	8:30 AM – 9:00 AM Meeting w/ Kyle Chisek & Shannon Callahan  9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In  10:00 AM – 10:30 AM Meeting w/ Tom Rinehart  11:00 AM – 12:00 PM Internal Staff Meetings  12:15 PM – 1:15 PM Lunch w/ Chris Harder  1:30 PM – 1:45 PM Office & Internal Staff Meetings  3:30 PM – 4:00 PM Meeting w/ Joe McFerrin II & Landon Crowell  4:00 PM-5:00PM Meeting w/ Mayor Wheeler and Lents Strong Housing Team  5:30 PM – 8:30 PM Attend: Native American Youth & Family Center 15 <sup>th</sup> Annual Gathering

**Week November 19 – November 23, 2018**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9:00 AM – 1:00 PM Desk Time  1:00 PM – 2:00 PM Lunch Meeting w/ Commissioner Gambetti  2:00 PM – 5:00 PM Internal Staff Meetings	12:00 PM – 2:00 PM Meeting w/ ZRZ Realty Company Representatives & Bureau Partners  2:00 PM – 4:00 PM Desk Time  4:00 PM – 5:00 PM Meeting w/ Tyrone Poole	9:00 AM – 4:00 PM Office & Internal Staff Meetings	Holiday	Office Closed