

**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 January 28 – February 1, 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
				8:00 AM – 9:00 PM Portland Business Alliance Retreat
				<b>Saturday</b>  8:00 AM – 12:00 PM Portland Business Alliance Retreat

**Week February 4 – February 8, 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 4:30 PM Office and Internal Staff Meetings	8:00 AM – 11:00 AM Office and Internal Staff Meetings	8:30 AM – 9:30 AM Meeting w/ Cully Neighborhood Community Members	8:00 AM – 9:00 AM Internal Staff Meeting	8:00 AM – 8:45 AM Desk Time
1:00 PM – 4:30 PM Telephone Meeting w/ Heather Hoell	11:00 AM – 12:00 PM Telephone Meeting w/ Mayor Ted Wheeler’s Office & Legacy Health Systems	10:00 AM – 10:15 PM Telephone Meeting w/ Joe Zehnder	9:00 – 10:00 AM Meeting w/ Raymond Cheng, Lisa James & Sandy Pei	9:00 AM – 10:00 AM Mayor’s Office/Prosper Portland Leadership Weekly Check-In
	12:00 PM – 5:00 PM Office and Internal Staff Meetings	12:00 PM – 1:30 PM Office and Internal Staff Meetings	10:00 AM – 10:30 AM Meeting w/ Susan Halverson Fonseca & Audrey Iffert-Saleem	10:00 AM – 11:00 AM Meeting w/ Oregon Harbor of Hope & Mayor’s Office
		1:30 PM – 2:00 PM Telephone Call w/ Larry Jackson	1:00 PM – 3:00 PM Internal Staff Meetings	11:15 AM – 11:45 AM Internal Staff Meeting
		3:00 PM – 3:30 PM Meeting w/ Shannon Callahan & Kyle Chisek	3:00 PM – 3:45 PM Meeting w/ Nancy Stueber	12:00 PM – 1:00 PM Lunch Meeting w/ Greg Goodman
		3:30 PM – 4:00 PM Meeting w/ Shannon Callahan	3:45 PM – 4:00 PM Telephone Call w/ Jahmese Myres	1:30 PM – 4:30 PM Office and Internal Staff Meetings
		4:15 PM – 5:00 PM Monthly Check-In w/ Chair Cruz	4:00 PM – 4:30 PM Meeting w/ Ben Kaiser	
			4:30 PM – 5:00 PM Telephone Meeting w/ Kia Selley	