

**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 February 11 – February 15, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:00 AM – 9:00 AM Desk Time</p> <p>9:00 AM – 10:00 AM Commissioner Briefings w/ Chair Cruz & Commissioner Myers</p> <p>10:00 AM – 11:00 PM Personnel Interview</p> <p>11:00 AM – 12:00 PM Commissioner Briefings w/ Commissioners Gambetti & Platt</p> <p>12:45 PM – 1:00 PM Telephone Call w/ Brad Malsin</p> <p>1:00 PM – 3:45 PM Office and Internal Staff Meetings</p> <p>4:00 PM – 5:00 PM Monthly Check-In w/ Commissioner Fritz</p>	<p>8:00 AM – 3:30 PM Office and Internal Staff Meetings</p> <p>3:30 PM – 4:30 AM Build Portland Advisory Meeting</p> <p>4:30 PM – 5:00 PM Internal Staff Meeting</p>	<p>8:30 AM – 9:00 AM Meeting w/ Mayor Ted Wheeler & Tom Rinehart</p> <p>9:30 AM – 2:30 PM Office and Internal Staff Meetings</p> <p>2:30 PM – 3:30 PM Meeting w/ City Auditor's Office</p> <p>3:45 PM – 5:00 PM Prosper Portland Board of Commissioners Meeting</p> <p>6:30 PM – 8:00 PM Attended: Donor Lantern Viewing</p>	<p>9:30 AM – 10:30 AM Meeting w/ Various Bureau Directors</p> <p>10:30 AM – 12:00 PM Meeting w/ Bureau of Planning & Development</p> <p>12:15 PM – 1:30 PM Telephone Interview w/ Willamette Week</p> <p>1:30 PM – 2:00 PM Internal Staff Meeting</p> <p>2:30 PM – 3:30 PM Join: Greater Portland Inc. Meeting</p> <p>4:00 PM – 4:30 PM Meeting w/ Felisa Hagins & Maggie Long SEIU Local 49</p>	<p>Vacation</p>

Week February 18 – February 22, 2018

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Holiday</p>	<p>8:00 AM – 8:30 AM Desk Time</p> <p>8:30 AM – 8:45 AM Telephone Call w/ Elissa Gertler</p> <p>9:00 AM – 1:00 PM Office and Internal Staff Meetings</p> <p>1:00 PM – 3:00 PM Meeting w/ Hays Witt</p> <p>3:00 PM – 5:00 PM Office and Internal Staff Meetings</p>	<p>8:15 AM – 8:45 AM Meeting w/ Mayor Ted Wheeler & Tom Rinehart</p> <p>9:00 AM – 2:30 PM Office and Internal Staff Meetings</p> <p>3:00 PM – 4:00 PM Quarterly Meeting w/ Bureau of Development Services</p> <p>4:00 PM – 5:00 PM Monthly Meeting w/ Bureau of Planning & Sustainability</p>	<p>8:00 AM – 9:00 AM Desk Time</p> <p>9:30 AM – 11:00 AM Attend: Council of Economic Advisors</p> <p>2:15 PM – 5:00 PM Desk Time</p> <p>5:30 PM – 9:00 PM Attend: All Hands Raised event</p>	<p>8:00 AM – 9:00 AM Desk Time</p> <p>9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Weekly Leadership Check-In</p> <p>10:00 AM – 11:00 AM MEET: Washington DC Delegation & Mayor Ted Wheeler</p> <p>11:30 AM – 1:15 PM Attend: Washington DC Deputy Mayor Luncheon</p> <p>1:30 PM – 3:00 PM Office and Internal Staff Meetings</p> <p>3:00 PM – 3:30 PM Telephone Call w/ Ashley Henry</p> <p>3:30 PM – 5:00 PM Office & Internal Staff Meeting</p>