

**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 1 – January 4, 2019**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	Holiday Offices Closed	Vacation	8:00 AM – 11:00 AM Office and Internal Staff Meetings  11:30 AM – 1:00 PM Bureau Directors Meeting  1:30 PM – 2:00 PM Telephone Meeting w/ Chair Cruz  2:00 PM – 5:00 PM Internal Staff Meeting	9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In  10:30 AM – 3:00 PM Office and Internal Staff Meetings  3:00 PM – 3:30 PM Telephone Meeting w/ Tom Kemper  3:30 PM – 3:45 PM Telephone Meeting w/ Ernesto Fonseca  4:00 PM – 5:00 PM Desk Time

**Week January 8 – January 12, 2017**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 10:30 AM Office and Internal Staff Meetings  10:30 AM – 11:30 AM Meeting w/ Andrew Hoan & Dave Robertson  1:00 PM – 2:00 PM Mayor's Office/Prosper Portland Leadership Weekly Check-In  2:00 PM – 2:30 PM Monthly Check-In w/ Commissioner Hardesty  3:00 PM – 4:30 PM Desk Time  4:30 PM – 5:00 PM Telephone Meeting w/ Craig Wessel	7:30 AM – 9:00 AM Portland Business Alliance Board Meeting  9:30 AM – 3:00 PM Office and Internal Staff Meetings  3:00 PM – 3:30 PM Meeting w/ Raymond Cheng & Lisa James  3:30 PM – 4:30 PM Desk Time  4:30 PM – 5:30 PM Monthly Check-In w/ Chair Cruz	7:30 AM – 9:00 AM Greater Portland Inc. Executive Committee  9:30 AM – 10:30 AM Internal Staff Meeting  11:00 AM – 12:00 PM Meeting w/ Various Bureau Directors  1:00 PM – 2:00 PM Meeting w/ Hays Witt  3:00 PM – 5:00 PM Office and Internal Staff Meetings	9:00 AM – 10:15 AM Office and Internal Staff Meetings  10:30 AM – 12:00 PM Planning & Development Directors Meeting  1:00 PM – 4:00 PM Internal Staff Meetings  4:30 PM – 5:00 PM Meeting w/ Jennifer Cooperman	Out Ill