

**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 25 – March 1, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
				8:00 AM – 8:45 AM Desk Time 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In 10:00 AM – 11:00 AM Mayor Ted Wheeler/Prosper Portland Monthly Check-In 11:30 AM – 1:00 PM Office 1:30 PM – 2:00 PM Monthly Check-In w/ Commissioner Fish 2:30 PM – 3:00 PM Office 3:00 PM – 4:00 PM Telephone Meeting w/ Greater Portland Inc. Executive Committee 4:00 PM – 5:00 PM Office and Internal Staff Meetings

Week March 4 – March 8, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 12:30 PM Office and Internal Staff Meetings 1:00 PM – 2:00 PM Monthly Check-In w/ Commissioner Hardesty 2:30 PM – 3:15 PM Internal Staff Meeting 3:15 PM – 3:30 PM Telephone Call w/ Joe Zehnder 3:30 PM – 5:00 PM Desk Time	8:00 AM – 11:00 AM Office and Internal Staff Meetings 11:30 AM – 12:30 PM Meeting w/ Greater Portland Inc. Search Committee 1:00 PM – 1:30 PM Meeting w/ Suk Rhee 2:00 PM – 2:30 PM Internal Staff Meeting 2:30 PM – 3:00 PM Meeting w/ Marshall Runkel 3:00 PM – 4:00 PM Meeting w/ Portland Business Development Group 4:15 PM – 5:00 PM Monthly Check-In w/ Chair Cruz	8:30 AM – 9:00 AM Weekly Meeting w/ Mayor Ted Wheeler & Tom Rinehart 9:00 AM – 10:00 AM Meeting w/ Bureau of Environmental Services 10:30 AM – 12:00 PM Internal Staff Meetings 1:30 PM – 2:15 PM Internal Staff Meetings 2:15 PM – 3:30 PM Meeting w/ City & Metro Partners 3:30 PM – 4:30 PM Internal Staff Meeting	8:30 AM – 9:00 AM Meeting w/ Office of Management & Finance 9:00 AM – 9:30 AM Telephone Meeting w/ Alyssa Davis 9:30 AM – 11:00 AM Office and Internal Staff Meetings 11:30 AM – 1:00 PM Bureau Directors Meeting 1:00 PM – 1:30 PM Check-In w/ Shannon Callahan 2:00 PM – 5:30 PM Office and Internal Staff Meetings	8:00 AM – 8:45 AM Desk Time 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In 10:00 AM – 12:30 PM Meeting w/ Bureau of Planning & Sustainability 1:30 PM – 3:00 PM Office and Internal Staff Meetings 3:00 PM – 4:00 PM Quarterly Meeting w/ Office of Management & Finance 4:00 PM – 4:30 PM Meeting w/ Nick Cain 4:30 PM – 5:00 PM Desk Time

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