

**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 March 11 – March 15, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:00 AM Meeting w/ Christine & Jamaal Lane	7:30 AM – 9:00 AM Portland Business Alliance Board Meeting	8:30 AM – 9:00 AM Telephone Call w/ Cole Reed	8:30 AM – 10:00 AM Office	8:00 AM – 9:00 AM Desk Time
9:00 AM – 10:00 AM Commissioner Briefings w/ Chair Cruz & Commissioner Myers	9:30 AM – 1:30 PM Office and Internal Staff Meetings	9:00 AM – 9:55 AM Meeting w/ Lloyd Purdy	10:30 AM – 12:00 PM Planning & Development Directors Meeting	9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Weekly Leadership Check-In
10:00 AM – 12:00 PM Desk Time	2:00 PM – 3:00 PM Meeting w/ Schwabe Williamson & Wyatt	10:00 AM – 11:00 AM Meeting w/ Chris Warner	1:00 PM – 3:30 PM Office and Internal Staff Meetings	10:00 AM – 11:00 AM Meeting w/ Joe Zehnder
12:45 PM – 1:00 PM Commissioner Briefing w/ Commissioners Moreland-Capua	3:30 PM – 4:30 PM Broadway Corridor Executive Committee	11:00 AM – 12:00 PM Meeting w/ Mike Stuhr	3:30 PM – 4:00 PM Telephone Meeting w/ Phillip Brown	11:00 AM – 12:00 PM Meeting w/ Michael Jordan
1:00 PM – 2:00 PM Commissioner Briefings w/ Commissioners Gambetti & Platt	4:30 PM – 5:30 PM Desk Time	1:00 PM – 1:30 PM Internal Staff Meeting	4:00 PM – 5:00 PM Meeting w/ Justice & Sustainability Associates	1:00 PM – 1:30 PM Internal Staff Meeting
2:00 PM – 2:30 PM Weekly Telephone Meeting w/ Kristin Dennis		1:30 PM – 2:00 PM Telephone Meeting w/ Erik Sten & Marshall Runkel		2:00 PM – 3:00 PM Meeting w/ Adena Long
2:30 PM – 5:00 PM Office & Internal Staff Meetings		2:00 PM – 3:00 PM Desk Time		3:30 PM – 4:30 PM Monthly Check-In w/ Commissioner Fritz's Office
		3:00 PM – 5:00 PM Prosper Portland Board of Commissioners Meeting		4:30 PM – 5:00 PM Desk Time
		6:30 PM – 8:00 PM Attended: Portland Means Progress Event		

Week March 18 – March 22, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 12:30 PM Internal Staff Meeting	9:30 AM – 12:00 AM Internal Staff Meetings	8:00 AM – 3:00 PM Office & Internal Staff Training	9:00 AM – 3:30 PM Staff Training	Vacation
1:00 PM – 3:30 PM Desk Time	12:00 PM – 1:00 PM Meeting w/ Mark Falcone & Frank Cannon	10:00 AM – 11:00 AM SPEAK: Gladys McCoy Health Department Headquarters	4:00 PM – 5:00 PM Internal Staff Meeting	
3:30 PM – 5:00 PM Meeting w/ Mayor's Office & Legacy Health Systems	1:00 PM – 1:45 PM Meeting w/ Mark Falcone	3:00 PM – 4:00 PM Internal Staff Meetings	5:00 PM – 5:30 PM Telephone Meeting w/ Eileen Park	
	1:45 PM – 2:00 PM Telephone Meeting w/ Gresham Mayor Bemis	4:00 PM – 5:00 PM Monthly Meeting w/ Bureau of Planning & Sustainability		
	2:00 PM – 5:00 PM Broadway Corridor Steering Committee Meeting			

