

**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 April 1 – April 5, 2019**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 9:00 AM Desk Time	Out Ill	8:15 AM – 8:30 AM Meeting w/ Tom Rinehart	8:30 AM – 9:00 AM Meeting w/ Frederic Dupeyroux	8:00 AM – 8:45 AM Desk Time
9:30 AM – 10:00 AM Council Work Session		8:30 AM – 9:00 AM Meeting w/ Mayor Wheeler & Tom Rinehart	9:15 AM – 9:45 AM Internal Staff Meeting	9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In
10:30 AM – 12:00 PM Desk Time		9:30 AM – 12:00 PM Internal Staff Meetings	10:00 AM – 10:45 AM Meeting w/ Dan Eisenbeis	10:30 AM – 11:00 AM Internal Staff Meeting
12:00 PM – 12:30 PM Telephone Call w/ Ashely Henry		12:00 PM – 2:00 PM Desk Time	11:30 AM – 1:00 PM Bureau Directors Meeting	11:30 PM – 1:00 PM Attend: City Club Luncheon
12:30 PM – 1:00 PM Meeting w/ Kyle Chisek		2:00 PM – 3:00 PM Internal Staff Meetings	1:00 PM – 1:30 PM Meeting w/ Shannon Callahan	1:30 PM – 5:00 PM Internal Staff Meetings
1:00 PM – 2:00 PM Monthly Check-In w/ Commissioner Hardesty		3:00 PM – 4:30 PM Meeting w/ Bureau of Planning & Sustainability	2:00 PM – 3:30 PM Internal Staff Meetings	
		4:30 PM – 5:30 PM Desk Time	3:30 PM – 4:30 PM Meeting w/ Marion Haynes	
			4:30 PM – 5:00 PM Telephone Check-In w/ Chair Cruz	

**Week April 8 – April 12, 2019**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 9:00 AM Commissioner Briefing w/ Chair Cruz & Commissioner Gambetti	7:30 AM – 9:00 AM Portland Business Alliance Board Meeting	8:30 AM – 9:00 AM Meeting w/ Mayor Wheeler & Tom Rinehart	9:00 AM – 10:00 AM Monthly Check-In w/ Bureau of Planning & Sustainability	7:30 AM – 8:30 AM Workforce Development Board Meeting
10:00 AM – 11:00 AM Monthly Check-In w/ Commissioner Fritz	9:30 AM – 5:00 PM Internal Staff Meetings	9:05 AM – 9:20 AM Telephone Call w/ Jamie Dunphy	10:00 AM – 11:30 AM Office & Internal Staff Meetings	9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In
11:15AM – 1:30 PM Speak: Mary's Luncheon	5:15 PM – 5:30 PM Telephone Call w/ Elizabeth Edwards	9:30 AM – 12:00 PM Internal Staff Meetings	12:00 PM – 1:30 PM Greater Portland Inc. Executive Committee Meeting	10:30 AM – 11:30 AM Internal Staff Meetings
2:00 PM – 3:00 PM Commissioner Briefing w/ Commissioners Platt & Myers	5:30 PM – 6:00 PM Telephone Call w/ Michael Harrison	12:00 PM – 1:00 PM Lunch w/ Cole Reed	2:00 PM – 2:30 PM Meeting w/ Skip Newberry	12:00 PM – 1:30 AM Mayor's State of the City Conversation
3:00 PM – 4:00 PM Meeting w/ Cole Reed & Rana Uzzaman		1:30 PM – 3:00 PM Desk Time	2:30 PM – 4:00 PM Speak: TechTown CEO Roundtable	2:00 PM – 3:00 PM Internal Staff Meetings
4:00 PM – 5:00 PM Meeting w/ Mark Falcone		3:00 PM – 5:00 PM Prosper Portland Board of Commissioners Meeting	4:00 PM – 5:00 PM Office	3:30 PM – 4:30 PM Telephone Meeting w/ Biz Oregon
				4:30 PM – 5:00 PM Desk Time