

**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 15 – April 19, 2019**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>8:45 AM – 11:30 AM Office &amp; Internal Staff Meetings</p> <p>11:30 AM – 12:00 PM Monthly Check-In w/ Commissioner Fish</p> <p>12:00 PM – 3:30 PM Office &amp; Internal Staff Meetings</p> <p>3:30 PM – 4:30 PM Meeting w/ Worksystems</p>	<p>9:00 AM – 11:30 AM Internal Staff Meetings</p> <p>10:00 AM – 10:15 AM Telephone Call w/ Commissioner Gambetti</p> <p>12:00 PM – 1:00 PM Lunch Meeting w/ Paul Lumley</p> <p>1:15 PM – 1:35 PM Meeting with Mayor Wheeler</p> <p>2:15 PM – 3:45 PM Meeting w/ Hays Witt &amp; Vivian Satterfield</p> <p>4:00 PM – 4:30 PM Monthly Check-In w/ Chair Cruz</p>	<p>8:30AM – 1:30 PM Out of the Office</p> <p>1:30 PM – 5:00 PM Work from Home</p> <p>5:00 PM – 8:30 PM Attend: 2019 Oregon Technology Awards</p>	<p>8:00 AM – 9:00 AM Breakfast Meeting w/ Tony DeFalco &amp; Suk Rhee</p> <p>9:30 AM – 2:30 PM Office &amp; Internal Staff Meetings</p> <p>3:00 PM – 4:00 PM Monthly Check-in w/ Portland Housing Bureau</p>	<p>8:30 AM – 9:30 AM Attend: Portland Opportunity Youth Job Fair Steering Committee</p> <p>11:00 AM – 11:30 AM Oregonian Interview</p> <p>11:30 AM – 3:00 PM Office &amp; Internal Staff Meetings</p> <p>3:00 PM – 3:30 PM Daily Journal of Commerce Interview</p> <p>3:30 PM – 4:00 PM Portland Business Journal Interview</p> <p>4:00 PM – 5:00 PM Desk Time</p>

**Week April 22 – April 26, 2019**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>8:30 AM – 9:45 AM Meeting w/ Legacy Health Systems/Mayor’s Office/Prosper Portland</p> <p>10:30 AM – 11:30 AM Public Leaders: Focus Group</p> <p>1:30 PM – 2:00 PM Internal Staff Meeting</p> <p>2:00 PM – 3:00 PM OPB: Interview</p> <p>4:00 PM – 4:30 PM Meeting w/ Commissioner Jayapal</p> <p>4:30 PM – 5:00 PM Telephone Call w/ Mark Edlen</p>	<p>8:00 AM – 8:45 AM Desk Time</p> <p>8:45 AM – 9:00 AM Telephone Call w/ Felisa Hagins</p> <p>9:00 AM – 12:00 PM Internal Staff Meetings</p> <p>1:00 PM – 2:00 PM Desk Time</p> <p>2:00 PM – 4:00 PM Portland Means Progress Partner Meeting</p> <p>2:00 PM – 4:00 PM Broadway Corridor Steering Committee Meeting</p> <p>4:00 PM – 5:00 PM Steering Committee Planning Meeting</p>	<p>8:30 AM – 1:30 PM Internal Staff Meetings</p> <p>1:30 PM – 2:30 PM Meeting w/ Andy Miller</p> <p>2:30 PM – 4:30 PM Office &amp; Internal Staff Meetings</p> <p>4:30 PM – 5:00 PM Telephone Check-In w/ Chair Cruz</p> <p>6:00 PM – 8:00 PM Speak: Mercatus Momentous</p>	<p>8:30 AM – 11:00 AM Internal Staff Meetings</p> <p>11:30 AM – 12:30 PM Speak: Metro Mayors Consortium</p> <p>1:00 PM – 5:00 PM Office &amp; Internal Staff Meetings</p>	<p>8:45 AM – 9:00 AM Telephone Call w/ Kimberly Melton</p> <p>9:00 AM – 10:00 AM Mayor’s Office/Prosper Portland Leadership Weekly Check-In</p> <p>10:00 AM – 12:00 PM Property Tour w/ Commissioner Eudaly</p> <p>12:30 PM – 1:30 PM Lunch Meeting w/ Denise Harrington</p> <p>1:30 PM – 2:30 PM Office &amp; Internal Staff Meeting</p>