

**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 May 1 – May 3 2019

Monday	Tuesday	Wednesday	Thursday	Friday
		<p align="center">8:00 AM – 11:00 AM Work from Home</p> <p align="center">1:00 PM – 2:30 PM Desk Time</p> <p align="center">3:00 PM – 3:45 PM Present: Portland City Council</p> <p align="center">4:00 PM – 5:00 PM Desk Time</p>	<p align="center">8:30 AM – 10:00 AM Internal Staff Meetings</p> <p align="center">10:30 AM – 11:00 AM Meeting w/ Shannon Callahan & Kyle Chisek</p> <p align="center">11:00 AM – 11:30 AM Meeting w/ Shannon Callahan</p> <p align="center">11:30 AM – 1:00 PM Bureau Directors Meeting</p> <p align="center">1:00 PM – 5:00 PM Internal Staff Meetings</p> <p align="center">6:00 PM – 9:00PM Attend: Immigrant & Refugee Community Organization Gala</p>	<p align="center">7:30 AM – 9:30 AM Attend Portland State University 14th Annual Real Estate Conference</p> <p align="center">10:00 AM – 11:00 AM Mayor/Mayor’s Office/Prosper Portland Leadership Weekly Check-In</p> <p align="center">11:30 AM – 2:00 PM Internal Staff Meetings</p> <p align="center">2:00 PM – 2:30 PM Telephone Call w/ Denise Harrington</p> <p align="center">2:30 PM – 5:00 PM Desk Time</p>

Week May 6 – May 10, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">8:00 AM – 9:00 AM Commissioner Briefing w/ Chair Cruz & Commissioner Platt</p> <p align="center">9:30 AM – 10:30 AM Commissioner Briefing w/ Commissioners Gambetti & Myers</p> <p align="center">10:30 AM – 12:00 PM Personnel Interviews</p> <p align="center">1:00 PM – 2:00 PM Monthly Check-In w/ Commissioner Hardesty</p> <p align="center">2:30 PM – 5:00 PM Internal Staff Meetings</p>	<p align="center">8:00 AM – 11:00 AM Office & Internal Staff Meetings</p> <p align="center">11:30 AM – 1:30 PM Attend: Travel Portland Awards Celebration</p> <p align="center">2:00 PM – 2:30 PM Internal Staff Meeting</p> <p align="center">2:30 PM – 4:00 PM Meeting w/ Healthy Communities Coalition</p> <p align="center">4:00 PM – 5:00 PM Personnel Interviews</p> <p align="center">5:30 PM – 6:00 PM Phone Call w/ Mark Falcone</p>	<p align="center">8:30 AM – 9:00 AM Meeting w/ Mayor Wheeler & Tom Rinehart</p> <p align="center">9:00 AM – 12:00 PM Meeting w/ Continuum & Portland Housing Bureau</p> <p align="center">12:00 PM – 1:00 PM Internal Staff Meeting</p> <p align="center">1:00 PM – 2:00 PM Meeting w/ Southwest Neighborhoods Inc.</p> <p align="center">2:00 PM – 3:00 PM Desk Time</p> <p align="center">3:00 PM – 5:00 PM Prosper Portland Board of Commissioners Meeting</p>	<p align="center">9:00 AM – 1:30 PM Office & Internal Staff Meetings</p> <p align="center">2:00 PM – 3:00 PM Present: Portland City Council</p> <p align="center">3:30 PM – 5:00 PM Internal Staff Meetings</p> <p align="center">5:30 PM – 8:30 PM Attend: City Club, City Feast: Welcome to the Table</p>	<p>Vacation</p>