

**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 July 15 – July 20, 2019**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 11:45 AM Internal Staff Meetings	8:30 AM – 9:30 AM Meeting w/ Dr. Holt	8:00AM – 11:30 AM Working from Home	9:00 AM – 9:30 AM Desk Time	9:00 AM – 12:00 PM PolicyLink Workshop
12:00 PM – 1:00 PM Meeting w/ City of Portland Auditors	9:30 AM – 1:00 AM Internal Staff Meetings	11:45 AM – 12:45 PM Lunch Meeting w/ Stephen Green	10:00 AM – 11:00 AM SPEAK: Halsey/Weidler Streetscape Project	12:30 PM – 5:00 PM Working from Home
1:00 PM – 1:30 PM Internal Staff Meeting	1:00 PM – 2:00 PM Meeting w/ Nolan Lienhart & Jelly Helm	1:00 PM – 3:30 PM Internal Staff Meetings	12:00 PM – 1:00 PM Lunch Meeting w/ Mark Falcone	3:30 PM – 4:00 PM Telephone Call w/ Dennis Rawlinson
1:30 PM – 2:00 PM Telephone Call w/ Ben DeJarnette	2:00 PM – 3:00 PM Meeting w/ Portland Parks & Recreation	3:30 PM – 4:00 PM Monthly Check-In w/ Shannon Callahan	1:30 PM – 3:00 PM PolicyLink and City leadership Work Session	<b>Saturday</b>
2:30 PM – 3:00 PM Monthly Check-in w/ Commissioner Hardesty	3:00 PM – 4:00 PM Meeting w/ Lauren McGuire & Adena Long	4:00 PM – 5:00 PM Meeting w/ Bureau of Environmental Services	4:00 PM – 5:00 PM Meeting w/ Continuum	Attend: Alberta Commons Celebration
3:00 PM – 4:00 PM Meeting w/ Portland Bureau of Transportation	4:00 PM – 5:00 PM Internal Staff Meetings		6:15 PM – 8:15 PM PANELIST: Bridgeline Reporting Series	
4:40 PM – 6:00 PM Internal Staff Meetings				

**Week July 22 – July 26, 2019**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9:00 AM – 3:00 PM Office & Internal Staff Meetings	8:00 AM – 12:45 PM Office & Internal Staff Meetings	8:00 AM – 1:30 PM Office & Internal Staff Meetings	8:30 AM – 11:00 AM Internal Meetings	9:00 AM – 10:00 AM Mayor’s Office/Prosper Portland Leadership Weekly Check-In
3:00 PM – 3:30 PM Telephone Call w/ Jennifer Cooperman	1:00 PM – 5:00 PM Meeting w/ Healthy Communities Coalition	2:00 PM – 2:30 PM Meeting w/ City of Portland Water Bureau	11:00 AM – 12:00 PM Meeting w/ Faye Burch	12:00 PM – 3:00 PM Working from Home
3:30 PM – 3:45 PM Telephone Call w/ Mark Edlen	5:30 PM – 7:30 PM Old Town Stakeholder Advisory Group	3:00 PM – 4:00 PM Greater Portland Inc. Board Meeting	12:30 PM – 1:00 PM Telephone Call w/ Brad Malsin	
3:45 PM – 4:30 PM Meeting w/ Ryan Buchanan		4:30 PM – 5:30 PM Desk Time	1:00 PM – 2:00 PM Monthly Check-In w/ Portland Housing Bureau	
4:30 PM – 5:00 PM Desk Time		5:30 PM – 7:30 PM Old Town Stakeholder Advisory Group	2:30 PM – 4:00 PM Office & Internal Staff Meetings	
			4:00 PM – 5:00 PM Meeting w/ Kali Thorne Ladd	