

**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 December 16 – December 20, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 AM – 9:15 AM Meeting w/ the Mayor’s Office</p> <p>9:30 AM – 12:00 PM Oregon Leadership Summit</p> <p>1:00 PM – 3:00 PM Internal Staff Meetings</p> <p>3:00 PM – 5:00 PM Community Budget Committee Meeting</p>	<p>8:30 AM - 11:00 AM Office & Internal Staff Meeting</p> <p>11:30 PM – 1:00 PM Meeting w/ Innovative Quadrant</p> <p>2:00 PM – 4:00 PM Meeting w/ Neighborhood Prosperity Network District Managers & Commissioner Hardesty</p>	<p>8:30 AM - 9:00 AM Telephone Call w/ Jon Keen, City of Atlanta</p> <p>9:00 AM – 3:00 PM Internal Staff Meetings</p> <p>3:00 PM – 3:30 PM Meeting w/ Shannon Callahan</p> <p>3:30 PM – 4:30 PM Monthly Meeting w/ Portland Housing Bureau</p> <p>4:30 PM – 5:00 PM Internal Staff Meeting</p>	<p>8:00 AM – 10:00 AM Internal Staff Meeting</p> <p>10:15 AM – 10:45 AM Meeting w/ Bureau of Development Services</p> <p>12:00 PM – 1:30 PM Desk Time</p> <p>2:00 PM – 2:30 PM Bi-Monthly Check-In w/ Cupid Alexander</p> <p>2:30PM – 3:30 PM Monthly Check-In w/ Marshall Runkel</p> <p>3:45 PM – 5:00 PM City Council Time Certain</p>	<p>9:00 AM – 10:00 AM Speak: Portland Council Chambers</p> <p>11:30 AM – 12:00 PM Meeting w/ Brad Malsin</p> <p>1:00 PM – 1:30 PM Telephone Call w/ Sonia Schmanski</p> <p>1:30 PM – 4:00 PM Office & Internal Staff Meetings</p> <p>4:00 PM – 5:00 PM Working from Home</p>

Week December 23 – December 27, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:00 AM – 12:00 PM Working from Home</p> <p>1:30 PM – 2:00 PM Internal Staff Meeting by Telephone</p>	<p>Vacation</p>	<p>Holiday</p>	<p>Vacation</p>	<p>Vacation</p>