

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 2 – December 6, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">8:30 AM – 9:15 AM Meeting w/ Mayor's Office</p> <p align="center">9:30 AM – 11:00 AM Broadway Corridor Steering Committee Meeting</p> <p align="center">11:00 AM – 5:00 PM Office & Internal Staff Meetings</p> <p align="center">5:00 PM – 5:30 PM Telephone Call w/ Ashely Henry</p>	<p align="center">8:30 AM – 9:00 AM Prep Call for Public Service Training</p> <p align="center">9:00 AM – 11:30 AM Internal Staff Meetings</p> <p align="center">12:00 PM – 12:45 PM Monthly Check-In w/ Commissioner Fish</p> <p align="center">2:00 PM – 3:00 PM Meeting w/ Portland Housing Bureau</p> <p align="center">3:30 PM – 4:30 PM Office & Internal Staff Meeting</p> <p align="center">4:30 PM – 5:00 PM Check-In w/ Chair Cruz</p>	<p align="center">9:00 AM – 10:00 AM Monthly Check-In w/ Bureau of Planning & Sustainability</p> <p align="center">10:00 AM – 11:00 AM Meeting w/ Jeff Miller</p> <p align="center">11:00 AM – 5:00 PM Office & Internal Staff Meetings</p>	<p align="center">8:00 AM – 1:30 PM Working from Home</p> <p align="center">2:00 PM – 4:00 PM Office & Internal Staff Meetings</p> <p align="center">4:00 PM – 4:30 PM Bi-Monthly Check-In w/ Cupid Alexander</p> <p align="center">4:30 PM – 5:00 PM Telephone Call w/ Ben Kaiser</p>	<p align="center">9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In</p> <p align="center">10:30 AM – 12:30 PM Meeting w/ Portland Housing Bureau & Bureau of Planning & Sustainability</p> <p align="center">1:30 PM – 2:30 PM Telephone Call w/ City of Stockton & Bureau of Planning & Sustainability</p> <p align="center">2:30 PM – 5:00 PM Office & Internal Staff Meetings</p>

Week December 9 – December 13, 2019

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">7:30 AM – 8:45 AM Internal Staff Meetings</p> <p align="center">8:45 AM – 8:55 AM Telephone Call w/ Tom Rinehart</p> <p align="center">9:00 AM – 11:30 AM Negotiation Session w/ Continuum & Dina Alexander</p> <p align="center">11:30 AM – 12:15 PM Meeting w/ Mayor Wheeler</p> <p align="center">1:00 PM – 5:00 PM Healthy Communities Coalition Negotiations</p>	<p align="center">8:30 AM – 10:30 AM IQ Board of Directors Quarterly Meeting</p> <p align="center">11:30 AM – 2:30 PM Healthy Communities Coalition Negotiations</p> <p align="center">2:30 PM – 5:00 PM Office & Internal Staff Meetings</p>	<p align="center">8:30 AM – 5:00 PM Prosper Portland Board of Commissioners Retreat</p>	<p align="center">9:00 AM – 10:00 AM Desk Time</p> <p align="center">10:30 AM – 12:00 PM Planning & Development Directors Meeting</p> <p align="center">12:30 PM – 2:00 PM Office & Internal Staff Meetings</p> <p align="center">2:00 PM – 4:00 PM Personnel Interviews</p> <p align="center">4:00 PM – 5:00 PM Desk Time</p>	<p align="center">9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In</p> <p align="center">10:00 AM – 11:00 AM Monthly Check-In w/ Commissioner Fritz</p> <p align="center">11:30 AM – 1:00 PM Internal Staff Meetings</p> <p align="center">1:00 PM – 2:30 PM Meeting w/ Jelly Helm</p> <p align="center">2:30 PM – 5:00 PM Internal Staff Meetings</p>