

**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 November 11 – November 15, 2019**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Holiday	8:30 AM – 9:00 AM Internal Staff Meeting  9:00 AM -12:00 PM Meeting w/ Healthy Communities Coalition  9:00 AM -10:00 AM Commissioner Briefings w/ Chair Cruz & Commissioner Gambetti  12:00 PM - 1:00 PM Internal Staff Meetings  1:00 PM - 2:00 PM Commissioner Briefings w/ Commissioners Myers & Platt  2:00 PM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 12:00 PM Internal Staff Meeting  12:00 PM – 5:00 PM Out	8:00 AM – 10:00 AM Working from Home  10:30 AM – 12:00 PM Planning & Development Directors Meeting  12:00 PM – 5:00 PM Out	9:00 AM - 10:00 AM Mayor’s Office/Prosper Portland Leadership Weekly Check-In  11:00 AM -5:00 PM Working from Home

**Week November 18 – November 22, 2019**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 AM – 9:15 AM Meeting w/ the Mayor’s Office  9:00 AM – 1:00 PM Internal Staff Meetings  1:00 PM – 3:00 PM Meeting w/ Healthy Communities Coalition	8:15 AM – 9:00 AM Meeting w/ Commissioner Gambetti  9:00 AM – 10:00 AM Internal Staff Meeting  10:30 AM – 12:00 PM Meeting w/ Metro & Greater Portland Inc.  12:30 PM – 1:00 PM Telephone Call w/ Commissioner Moreland-Capua  1:00 PM – 5:00 PM Office & Internal Staff Meetings	Out Ill  11:00 AM – 12:00 PM Telephone Meeting Internal Staff	8:15 AM – 9:00 AM Meeting w/ Chair Cruz  9:00 AM – 11:45 AM Office & Internal Staff Meeting  2:00 PM – 3:00 PM Monthly Check-In w/ Portland Housing Bureau  3:00 PM – 5:00 PM Office & Internal Staff Meeting	9:00 AM – 10:00 AM Mayor’s Office/Prosper Portland Leadership Weekly Check-In  10:00 AM – 11:00 AM Meeting w/ Markisha Smith  12:00 PM – 1:00 PM Lunch Meeting w/ Commissioner Platt  1:00 PM – 2:30 PM Meeting w/ Rosewood Initiative  2:30 PM – 3:45 PM Internal Staff Meetings  3:45 PM – 4:00 PM Telephone Call w/ Ben Kaiser