

**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 October 1 – October 4, 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
	8:30 AM – 4:00 PM Internal Staff Meetings	8:30 AM – 9:00 AM Desk Time  9:00 AM – 3:00 PM Equity Training  3:00 PM – 3:30 PM Meeting w/ Berk Nelson  3:30 PM – 4:00 PM Desk Time  4:00 PM – 5:00 PM Meeting w/ Tom Brenneke	8:30 AM – 9:00 AM Internal Staff Meeting  9:00 AM – 10:30 AM Desk Time  11:00 AM – 11:30 AM Meeting w/ Mayor's Office  11:30 AM – 1:00 PM Monthly Meeting w/ Bureau Directors  1:30 PM – 3:00 PM Desk Time  3:00 PM – 4:30 PM Meeting w/ Portland Bureau of Transportation, Bureau of Environmental Services & Portland Water Bureau  5:30 PM – 8:30 PM Attend: Oregon Native American Chamber event	9:00 AM – 10:00 P.M. Mayor's Office/Prosper Portland Leadership Weekly Check-In  10:00 AM – 11:00 AM Monthly Meeting w/ Mayor  11:30 AM – 1:00 PM Office & Internal Staff Meetings  1:00 PM – 1:45 PM Personnel Interviews  1:45 PM – 3:00 PM Office & Internal Staff Meetings  3:00 PM – 3:45 PM Personnel Interviews  4:00 PM – 4:30 PM Meeting w/ Tia Coachman

**Week October 7 – October 11, 2019**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 9:00 AM Desk Time  9:00 AM – 10:00 AM Commissioner Briefing w/ Commissioner Myers  10:00 AM – 12:00 PM Equity Training  12:00 PM – 1:00 PM Commissioner Briefing w/ Commissioner Gambetti & Platt  1:15 PM – 2:15 PM Monthly Check-In w/ Commissioner Hardesty  2:00 PM – 4:00 PM Office & Internal Staff Meetings  4:00 PM – 4:30 PM Meeting w/ Jelly Helm  4:30 PM – 5:00 PM Internal Staff Meeting	8:00 AM – 11:45 AM Northwest Public Employees Diversity Conference  12:15 PM – 1:00 PM Personnel Interview  1:00 PM – 2:15 PM Internal Staff Meetings  2:15 PM – 3:00 PM Personnel Interview  3:00 PM – 4:00 PM Internal Staff Meeting  4:00 PM – 5:00 PM Broadway Corridor Executive Sponsors Meeting	8:00 AM – 9:00 AM Desk Time  9:00 AM – 9:30 AM Meeting w/ Tony Hopson  9:30 AM – 11:00 AM Internal Staff Meeting  12:00 PM – 1:30 PM Portland Business Alliance Board Meeting  2:00 PM – 3:00 PM Office & Internal Staff Meeting  3:00 PM – 5:30 PM Prosper Portland Board of Commissioners Meeting	7:30 AM – 8:30 AM Monthly Check-in w/ Curtis Robinhold, Chris Harder & Keith Leavitt  9:00 AM – 10:30 AM Meeting w/ Art Pearce & Lauren McGuire  10:30 AM – 12:00 PM Desk Time  12:00 PM – 1:30 PM Greater Portland Inc. Executive Committee Meeting  2:00 PM – 3:00 PM Internal Staff Meeting  3:00 PM – 3:45 PM Meeting w/ Rosa Martinez  3:45 PM – 5:00 PM Internal Meeting	9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In  10:00 AM – 11:00 AM Monthly Check-In w/ Commissioner Fritz  11:00 AM – 11:30 AM Monthly Check-In w/ Commissioner Fish  12:30 PM – 3:00 PM Office & Internal Staff Meetings  3:00 PM – 3:45 PM Meeting w/ Nafisa Fai  3:45 PM – 5:00 PM Office & Internal Staff Meetings