

**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 30, 2019 – January 3, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		Holiday	Vacation	Vacation

Week January 6 – January 10, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">8:00 AM – 3:30 PM Office & Internal Staff Meetings</p> <p align="center">4:00 PM – 5:00 PM Meeting w/ Mayor Wheeler & Legacy Health Systems</p>	<p align="center">8:30 AM – 9:00 AM Telephone Call w/ Leslie Goodlow</p> <p align="center">9:00 AM – 2:00 PM Office and Internal Staff Meetings</p> <p align="center">2:00 PM – 3:30 PM Negotiations w/ Continuum</p> <p align="center">3:30 PM – 4:00 PM Conference Call w/ Office of Equity & Human Rights & Office of Management & Finance</p> <p align="center">4:00 PM – 4:30 PM Desk Time</p> <p align="center">4:30 PM – 5:00 PM Monthly Check-In w/ Chair Cruz</p> <p align="center">5:30 PM – 6:00 PM Telephone Call w/ Mark Falcone</p>	<p align="center">8:30 AM – 5:00 PM Office & Internal Staff Meetings</p>	<p align="center">8:00 AM – 8:30 AM Internal Staff Meeting</p> <p align="center">9:00 AM – 10:00 AM Meeting w/ Office of Equity & Human Rights, Management & Finance & City Attorney</p> <p align="center">10:30 AM – 11:30 AM Meeting w/ Planning & Development Directors</p> <p align="center">12:00 PM – 1:30 PM Greater Portland Inc., Executive Committee Meeting</p> <p align="center">2:00 PM – 2:30 PM Internal Staff Meeting</p> <p align="center">3:00 PM - 4:00 PM Monthly Check-In w/ Commissioner Hardesty</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 Call w/ Shannon Callahan</p> <p align="center">6:00 PM – 7:00 PM Attend: Open House - Williams & Russell Project</p>	<p align="center">9:00 AM – 10:00 AM Mayor’s Office/Prosper Portland Leadership Weekly Check-In</p> <p align="center">10:05 AM – 10:25 AM Monthly Check-In w/ Commissioner Fritz</p> <p align="center">11:10 AM – 12:00 PM COEP IGA Presentation to Council Executives</p> <p align="center">12:30 PM – 3:00 PM Meeting w/ Portland Housing Bureau & Bureau of Planning & Sustainability</p> <p align="center">3:30 PM – 4:00 PM Telephone Call w/ Jelly Helm</p> <p align="center">4:00 PM – 4:30 PM Telephone Call w/ Gwenn Baldwin</p> <p align="center">4:30 PM – 5:00 PM Telephone Call w/ Brad Perkins & John Washington</p>

7:00 PM – 8:00 PM
Hyatt Regency Portland Grand Opening
Reception