

**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 February 17 – February 21, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	9:00 AM – 5:00 PM Office & Internal Staff Meetings	8:30AM – 1:30 AM Office and Internal Staff Meetings 1:30 PM – 2:00 PM Telephone Call w/ Matt Malmshaimer 2:00 PM – 3:30 PM Office and Internal Staff Meetings 4:00 PM – 5:00 PM Monthly Check-In w/ Bureau of Planning & Sustainability	7:30 AM – 11:00 AM Greater Portland Inc. Economic Summit 12:00 PM – 12:30 PM Meeting with Kristin Dennis 1:30 PM – 2:30 PM Internal Staff Meetings 2:30 PM – 3:00 PM Telephone Call w/ Maurice Rahming 3:00 PM – 3:30 PM Meeting w/ Shannon Callahan 3:30 PM – 4:30 PM Monthly Check-in w/ Portland Housing Bureau 4:30 PM – 5:15 PM Meeting w/ Ernesto Fonseca and Shannon Callahan	9:00 AM – 5:00 PM Meeting w/ Mayor Wheeler's Office, Portland Bureaus of: Transportation, Planning & Services, Housing and South Portland Neighborhood Association

Week February 24 – February 28, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 AM – 9:15 AM Meeting w/ Mayor Wheeler's Office 10:00 AM – 5:00 PM Office and Internal Staff Meetings	8:00 AM – 5:00 PM Office and Internal Staff Meetings 10:00 AM – 10:15 AM Telephone Call w/ Mark Falcone	8:00 AM – 9:30 AM Working from Home 10:00 AM – 12:00 PM Council for Economic & Racial Equity 1:00 PM – 5:00 PM Office and Internal Staff Meetings	8:00 AM – 3:30 PM Office and Internal Staff Meetings 3:30 PM – 4:00 PM Check-In w/ Mayor Wheeler's Office	8:00 AM – 9:00 AM Meeting w/ Sonia Schmanski 9:00 AM – 10:00 AM Mayor's Office/Prosper Portland Leadership Weekly Check-In 10:30 AM – 11:00 AM Internal Staff Meeting 1:00 PM – 3:00 PM Office and Internal Staff Meetings 3:00 PM – 3:30 PM Telephone Call w/ Greater Portland Inc. 3:30 PM – 4:30 PM Internal Staff Meetings 4:30 PM – 5:00 PM Telephone Call w/ Joe McFerrin 5:30 PM – 8:00 PM Attend: KairosPDX Spread the Love