

**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 3 – February 7, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 AM – 9:15 AM Meeting w/ Mayor Wheeler</p> <p>9:30 AM – 12:00 PM Office</p> <p>1:00 PM – 5:00 PM Healthy Communities Coalition Negotiations</p>	<p>9:30 AM – 11:30 AM City Council Executive Session Broadway Corridor</p> <p>12:00 PM – 2:00 PM Office & Internal Staff Meeting</p> <p>2:00 PM – 4:00 PM Meeting w/ Continuum</p> <p>4:00 PM – 4:30 PM Internal Staff Meeting</p> <p>4:30 PM – 5:00 PM Monthly Check-In w/ Chair Cruz</p>	<p>8:30 AM – 9:00 AM Telephone call w/ Shannon Olive</p> <p>9:00 AM – 3:30 PM Office & Internal Staff Meetings</p> <p>3:30 PM – 4:00 PM Meeting w/ Jesse Hyatt & E.D. Mondaine</p> <p>4:00 PM – 5:00 PM Internal Staff Meeting</p> <p>5:30 PM – 8:05 PM Williams & Russell Working Group Committee Meeting</p>	<p>8:00 AM – 9:30 AM Working from Home</p> <p>10:00 AM – 11:00 AM Internal Staff Meeting</p> <p>11:30 AM – 1:00 PM Bureau Directors Monthly Meeting</p> <p>1:00 PM – 1:15 PM Telephone Call w/ Brittany Bagent</p> <p>1:30 PM – 2:00 PM Internal Staff Meeting</p> <p>2:00 PM – 2:30 PM Bi-Monthly Check-In w/ Cupid Alexander</p> <p>2:30 PM – 3:00 PM Internal Staff Meeting</p> <p>3:00 PM – 4:00 PM Meeting w/ Bureau of Development Services</p>	<p>9:00 AM – 10:00 AM Mayor’s Office/Prosper Portland Leadership Weekly Check-In</p> <p>10:30 AM – 1:00 PM Internal Staff Meetings</p> <p>1:30 PM – 2:30 PM Meeting w/ Bureau of Planning & Sustainability</p> <p>3:00 PM – 4:00 PM Meeting w/ LatinoBuilt</p> <p>4:00 PM – 5:00 PM Office & Internal Staff Meeting</p>

Week February 10 – February 14, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9:30 AM – 10:30 AM Commissioner Briefing w/ Chair Cruz & Commissioner Myers</p> <p>11:00 AM – 1:00 PM Greater Portland Inc. Board Meeting</p> <p>1:30 PM – 2:30 PM Commissioner Briefing w/ Commissioners Platt & Gambetti</p> <p>2:30 PM – 3:30 PM Internal Staff Meetings</p> <p>4:00 PM – 4:30 PM Meeting w/ Commissioner Fritz & Felisa Hagins</p>	<p>8:30 AM – 9:30 AM Meeting w/ Cole Reed & Rana Uzzaman</p> <p>9:30 AM – 12:00 AM Internal Staff Meetings</p> <p>12:00 PM – 1:00 PM Lunch w/ Carmen Rubio</p> <p>1:00 PM – 2:00 PM Meeting w/ Portland Community College</p> <p>2:00 PM – 5:00 PM Internal Staff Meetings</p>	<p>8:00 AM – 8:30 AM Telephone Call w/Felisa Hagins</p> <p>9:00 AM – 12:00 PM Healthy Communities Coalition Negotiations</p> <p>12:00 PM – 1:30 PM Portland Business Alliance Board Meeting</p> <p>2:00 PM – 5:00 PM Out III</p>	<p>8:30 AM – 10:30 AM Meeting w/ Continuum and Radler White Parks & Alexander</p> <p>10:30 AM – 12:00 PM Planning & Development Directors Meeting</p> <p>2:00 PM – 5:00 PM Portland Design Commission</p>	<p>9:00 AM – 10:00 AM Mayor’s Office/Prosper Portland Leadership Weekly Check-In</p> <p>10:00 AM – 11:00 AM Desk Time</p> <p>11:00 AM – 12:00 PM Monthly Check-In w/ Commissioner Hardesty</p> <p>1:00 PM – 2:00 PM Monthly Check-In w/ Commissioner Fritz</p> <p>4:30 PM – 5:30 PM Internal Staff Meeting</p>