

December 17, 2018 - December 23, 2018

December 2018							January 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

Monday, December 17

- **8:30am - 9:00am MEET: Elizabeth Edwards | Office of Government Relations (Michael)** (Mayor's office)
- **9:00am - 10:00am MEET: All Staff Meeting** (Rose Room)
- **10:15am - 10:45am SPEAK: Hotel Woodlark Ribbon Cutting (Kyle)** (813 SW Alder St)
- **11:30am - 1:30pm MEET: Chair Kafoury & President Hughes** (501 SE Hawthorne Blvd. 97214) - Wheeler, Ted
- **2:00pm - 3:00pm ATTEND: A Home For Everyone Executive Meeting (Seraphie)** (501 SE Hawthorne)
- **3:50pm - 4:00pm CALL: US Attorney Billy Williams (Berk)** - Wheeler, Ted
- **4:00pm - 4:30pm MEET: Gates Foundation (Elisabeth)** (Mayor's Conference Room) - Wheeler, Ted
- **4:45pm - 5:15pm ATTEND: Oregon Progressive Group Holiday**
- **5:30pm - 6:30pm ATTEND: 2nd PCCEP meeting(Nicole)** (7600 NE

Thursday, December 20

- **9:00am - 9:30am MEET: Chief Outlaw (Michael & Kristin)** (Mayor's Conference Room)
- **9:45am - 10:00am CHECK-IN: Michelle Plambeck** (Mayor's office)
- **10:00am - 10:30am CALL: Luke Danielson (Seraphie)** (Mayor's office)
- **10:30am - 10:45am Desk Time**
- **10:45am - 11:00am CHECK-IN: Nicole Grant** (Mayor's office)
- **11:00am - 11:30am MEET: Former Washington State Governor Christine Gregorie (Jennifer)** (Mayor's Conf. Room)
- **12:00pm - 12:45pm LUNCH: Commissioner-elect: Hardesty** (1212 NW Glisan)
- **1:00pm - 1:30pm MEET: Shannon Callahan & Marc Jolin (Seraphie, Michael, Kristin)** (Mayor's Conf. Room)
- **2:00pm - 5:00pm COUNCIL SESSION** (Council Chambers)
- **5:45pm - 7:00pm VOLUNTEER: Portland Homeless Family Shelter**

Tuesday, December 18

- **8:30am - 9:00am MEET: Kristin Dennis 1:1** (Mayor's Office) - Wheeler, Ted
- **9:00am - 9:40am INTERVIEW: OEHR Director** (Commissioner Fritz's Office) - Wheeler, Ted
- **10:00am - 10:40am INTERVIEW: OEHR Director** (Commissioner Fritz's Office) - Wheeler, Ted
- **11:00am - 11:30am MEET: Commissioner Fritz (Michael)** (Commissioner Fritz's office)
- **12:00pm - 1:00pm MEDIA: KATU | Your Voice Your Vote (Eileen)**
- **2:00pm - 2:45pm Desk Time**
- **2:45pm - 3:15pm MEET: Chair Kafoury (Michael)** (Mayor's Office)
- **3:15pm - 3:30pm CHECK-IN: Nicole Grant** (Mayor's office)
- **3:30pm - 4:15pm Copy: Council Briefing with Michelle** (Ted's Office)
- **4:30pm - 5:00pm MEET: Commissioner Fish (Michael)** (Fish's Office)
- **5:30pm - 6:00pm MEET: Columbia Building Trades (Jennifer)** (112

Friday, December 21

- **9:00am - 9:30am MEET: Prosper Portland (Kyle)** (Mayor's Conf. Room)
- **10:00am - 11:00am VIDEO SHOOT: Garden Bar (Eileen & Adam)** (1061 NE 9th Ave)
- **1:00pm - 3:00pm TOUR: Downtown Holiday Business Visits (Jennifer & Eileen)**
- **3:30pm - 4:00pm MEET: Justin Delaney | The Standard (Jennifer)** (Mayor's Conf. Room)
- **4:00pm - 4:30pm MEET: All Staff Meeting** (Mayor's Conf Room)
- **4:30pm - 6:00pm ATTEND: Farewell Celebration for Amber Frye (All Staff)** (1355 SW 2nd Ave)

Wednesday, December 19

- **8:30am - 9:00am MEET: Kimberly Branam & Tom Rinehart (Michael & Kristin)** (Mayor's Conf. Room)
- **9:30am - 12:30pm COUNCIL SESSION** (Council Chambers)
- **12:30pm - 1:30pm LUNCH**
- **1:30pm - 2:00pm MEET: Commissioner Saltzman (Michael)** (Mayor's office)
- **2:00pm - 5:00pm COUNCIL SESSION** (Council Chambers)

Saturday, December 22

Sunday, December 23