

**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 the calendar may change on short notice. **PLEASE NOTE MEETINGS DURING THIS TIME PERIOD WERE CONDUCTED VIRTUALLY.**

Week of March 16 – March 20, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:15 AM Meeting w/ Mayor Wheeler's Office	8:00 AM – 8:30 AM Meeting w/ Marissa Madrigal	8:00 AM - 11:00 AM Internal Staff Meetings	8:00 AM – 8:30 AM Internal Staff Meeting	8:15 AM – 9:00 AM Desk Time & Internal Staff Meeting
10:00 AM – 4:00 PM Internal Staff Meetings	8:30 AM – 11:00 AM Desk Time	11:00 AM – 12:00 PM Economic Impact Action Committee	8:30 AM – 9:00 AM Meeting w/ Jessica Kinard	9:00 AM – 11:00 AM Economic Recovery Task Force
4:00 PM – 4:15 PM Check-In w/ City Directors	11:00 AM – 12:00 PM Economic Impact Action Committee	12:00 PM – 4:00 PM Desk Time	9:00 AM – 9:30 AM Monthly Check-In w/ Chair Cruz	12:30 PM – 1:00 PM Internal Staff Meetings
4:30 PM – 5:00 PM Monthly Check-In w/ Commissioner Eudaly	12:00 PM – 3:00 PM Internal Staff Meetings	4:00 PM – 4:15 PM Check-In w/ City Directors	9:30 AM – 10:00 AM Monthly Check-In w/ Commissioner Hardesty	1:00 PM – 2:30 PM Governor/Greater Portland Inc./ Metro Economic Response Team Meeting
6:00 PM – 7:00 PM Internal Staff Meeting	3:00 PM – 3:30 PM Meeting w/ Mayor Wheeler's Office	4:15 PM – 5:00 PM Internal Staff Meetings	11:00 AM – 12:00 PM Economic Impact Action Committee	2:30 PM – 5:00 PM Desk Time & Internal Staff Meeting
	3:00 PM – 4:00 PM Meeting w/ COVID-19 Economic Disaster Relief Team		12:00 PM – 3:00 PM Internal Staff Meetings	
	4:00 PM – 4:15 PM Check-In w/ City Directors		3:00 PM – 3:30 PM Meeting w/ Mayor Wheeler's Office & Portland Business Alliance	
	4:15 PM – 5:00 PM Desk Time		3:30 PM – 4:30 PM Internal Staff Meetings	
			4:30 PM – 5:00 PM Meeting w/ Mayor Wheeler's Office & Oregon Community Foundation	

Week March 23 – March 27, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 11:00 AM Desk Time	8:30 AM – 11:00 AM Desk Time & Internal Staff Meeting	8:00 AM – 9:00 AM Internal Meeting	8:00 AM – 9:00 AM Prosper Portland Board Meeting	8:00 AM – 8:30 AM Telephone Call w/ Melissa Freeman
11:00 AM – 12:00 PM Economic Impact Action Committee	11:00 AM – 12:00 PM Economic Impact Action Committee	9:00 AM – 11:30 AM Present: City Council	8:30 AM – 9:00 AM Internal Staff Meeting	8:30 AM – 9:00 AM Desk Time
12:00 PM – 1:00 PM Internal Staff Meetings	12:00 PM – 12:30 PM Internal Staff Meeting	10:00 AM – 11:00 AM Internal Meeting	9:00 AM – 10:30 AM Governor's Regional Solutions Team/Greater Portland Inc./ Metro Economic Response Team	8:45 AM – 10:30 AM COVID-19: A Dialogue with Community Based Organizations and Mayor Ted Wheeler's Office
1:00 PM – 1:40 PM Monthly Check-In w/ Commissioner Fritz	12:30 PM – 1:00 PM Meeting w/ John Wasutynski	11:30 AM – 12:00 PM Economic Impact Action Committee	10:00 AM – 11:00 AM Internal Staff Meetings	10:00 AM – 12:00 PM Disaster Policy Council
2:00 PM – 5:00 PM Desk Time & Internal Staff Meeting	1:30 PM – 2:00 PM Meeting w/ Commissioner Hardesty	12:00 PM – 12:30 PM Internal Meeting	11:00 AM – 12:00 PM Economic Impact Action Committee	12:00 PM – 5:00 PM Out of Office
	2:00 PM – 3:00 PM Desk Time	12:30 PM – 1:00 PM Check-In w/ Mayor Wheeler's Office	12:30 PM – 1:00 PM Internal Staff Meeting	
	3:00 PM – 3:30 PM Check-In w/ Mayor's Office	1:00 PM – 1:30 PM Meeting w/ Mayor Wheeler, Commissioner Hardesty, & Andrea Durbin	1:00 PM – 1:30 PM Interview w/ Workplace Change	
	3:30 PM – 4:00 PM Internal Staff Meeting	1:30 PM – 2:15 PM Meeting w/ Portland Bureau of Emergency Management & Directors	1:30 PM – 2:30 PM Internal Staff Meeting	
	4:00 PM – 4:15 PM Check-In w/ City Directors	2:15 PM – 2:30 PM Call with Ashley Henry	2:30 PM – 3:00 PM Meeting w/ Andrea Durbin & Shannon Callahan	
	4:15 PM – 5:00 PM Desk Time	2:30 PM – 3:30 PM Internal Staff Meetings		
		3:30 PM – 4:30 PM Interview w/Portland Business Journal		

		<p>4:30 PM – 5:00 PM Meeting w/ Commissioners Platt & Gambetti</p> <p>5:15 PM – 5:30 PM Telephone Call w/ Mark Falcone</p>	<p>3:00 PM – 4:00 PM Meeting w/ Worksystems</p> <p>4:00 PM – 4:15 PM Check-In w/ City Directors</p> <p>4:30 PM – 5:15 PM Meeting w/ Jan Mason & Ashely Henry</p>	
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