

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 March 2 – March 6, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 AM – 9:30 AM Meeting w/ Healthy Communities Coalition/Minority Contractor Organizations</p> <p>9:30 AM – 10:00 AM Internal Staff Meetings</p> <p>11:00 AM – 12:00 PM Monthly Check-In w/ Commissioner Hardesty</p> <p>12:30 PM – 2:00 PM Office & Internal Staff Meetings</p> <p>2:00 PM – 3:00 PM Interview w/ Oregon Public Broadcasting</p> <p>3:00 PM – 5:00 PM Meeting w/ Continuum</p>	<p>8:30 AM – 9:30 AM Internal Staff Meeting</p> <p>10:00 AM – 6:00 PM Healthy Communities Coalition Negotiations</p>	<p>8:00 AM – 10:00 AM Office & Internal Staff Meeting</p> <p>10:00 AM – 12:00 PM Negotiations w/ Continuum</p> <p>2:00 PM – 4:00 PM Present: City Council</p> <p>4:15 PM – 4:30 PM Internal Staff Meeting</p> <p>4:30 PM – 5:00 PM Check-In w/ Chair Cruz</p>	<p>8:30 AM – 10:00 AM Internal Staff Meetings</p> <p>10:30 AM – 11:30 AM Meeting w/ Kristin Dennis</p> <p>11:30 AM – 1:00 PM Bureau Directors Monthly Meeting</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 – 4:00 PM Internal Staff Meetings</p>	<p>9:30 AM – 11:00 AM Council of Economic Advisors Meeting</p> <p>11:30 AM – 12:00 PM Internal Staff Meeting</p> <p>12:00 PM – 1:00 PM Lunch Meeting w/ Grand Ronde</p> <p>1:00 PM – 5:00 PM Internal Staff Meetings</p>

Week March 9 – March 13, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 AM – 9:30 AM Meeting w/ Mayor’s Office</p> <p>9:45 AM – 10:30 AM Commissioner Briefing w/ Chair Cruz & Commissioner Platt</p> <p>10:30 AM – 11:15 AM Commissioner Briefing w/ Commissioners Myers & Gambetti</p> <p>11:30 AM – 12:30 PM Internal Staff Meetings</p> <p>1:00 PM – 4:00 PM Present: City Council</p> <p>4:00 PM – 5:00 PM Work from Home</p>	<p>8:30 AM – 10:00 AM SPEAK: Portland Means Progress</p> <p>11:30 AM – 1:00 PM Office & Internal Staff Meetings</p> <p>1:00 PM – 2:00 PM Meeting w/ ECO Northwest</p> <p>2:00 PM – 4:30 PM Internal Staff Meetings</p>	<p>8:00 AM – 12:00 PM Internal Staff Meetings</p> <p>12:00 PM – 1:30 PM Portland Business Alliance Board Meeting</p> <p>2:00 PM – 2:30 PM Desk Time</p> <p>2:30 PM – 3:00 PM Telephone Call w/ Shannon Callahan & Andrea Durbin</p> <p>3:00 PM – 5:00 PM Board of Commissioners Meeting</p> <p>6:00 PM – 8:00 PM N/NE Community Development Initiative Oversight Committee</p>	<p>8:00 AM – 9:00 AM Desk Time</p> <p>9:30 AM – 12:30 PM City Council Budget Work Session</p> <p>12:00 PM – 1:00 PM Bureau Directors Meeting</p> <p>1:30 PM – 5:00 PM Internal Staff Meetings</p>	<p>8:00 AM – 9:00 AM Desk Time</p> <p>9:00 AM – 10:00 AM Conference Call: Mayor’s Office/Prosper Portland Leadership Weekly</p> <p>10:00 AM – 11:00 AM Conference Call w/ Biz Oregon</p> <p>11:00 AM – 12:00 PM Conference Call w/ Brittany Bagent</p> <p>12:30 PM – 5:00 PM Internal Staff Meetings - Conference Calls</p>