

**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. **Due to Covid-19, meetings were held virtually during this time.**

Week of March 30 – April 3, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		<p align="center">8:00 AM – 11:00 AM Office & Internal Staff Meetings</p> <p align="center">11:00 AM – 12:00 PM Economic Impact Action Committee</p> <p align="center">12:00 PM – 2:00 PM Interview: PDX Executive Podcast</p> <p align="center">2:00 PM – 2:45 PM Meeting w/ Mayor Wheeler & Commissioner Eudaly</p> <p align="center">3:00 PM – 3:30 PM Daily Check-In w/ Mayor Wheeler's Staff</p> <p align="center">3:30 PM – 5:00 PM Desk Time</p>	<p align="center">9:00 AM – 10:30 AM Governor's Regional Solutions Team/Greater Portland Inc., Metro Economic Response Team Meeting</p> <p align="center">10:30 AM – 11:30 AM Office & Internal Staff Meeting</p> <p align="center">11:30 AM – 12:30 PM Bureau Directors Monthly Meeting</p> <p align="center">1:00 PM – 2:00 PM Healthy Communities Coalition Negotiations</p> <p align="center">2:30 PM – 3:00 PM Meeting w/ Mayor Wheeler & Commissioner Hardesty</p> <p align="center">3:00 PM – 3:30 PM Daily Check-In w/ Mayor Wheeler's Staff</p> <p align="center">4:00 PM – 4:15 PM City Directors Check-In</p> <p align="center">4:15 PM – 4:45 PM Interview w/ OPB</p> <p align="center">4:30 PM – 5:00 PM Internal Staff Meeting</p>	<p align="center">8:00 AM – 9:00 AM Desk Time</p> <p align="center">9:00 AM – 11:00 AM Economic Recovery Task Force</p> <p align="center">11:00 AM – 12:30 PM Metro Economic Development Partners COVID-19 Forum</p> <p align="center">12:30 PM – 2:00 PM Internal Staff Meetings</p> <p align="center">2:00 PM – 2:30 PM Monthly Check-In w/ Chair Cruz</p> <p align="center">2:30 PM – 3:00 PM Desk Time</p> <p align="center">3:00 PM – 3:30 PM Daily Check-In w/ Mayor Wheeler's Staff</p>

Week April 6 – April 10, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">8:30 AM – 9:30 AM Desk Time</p> <p align="center">9:30 AM – 10:15 AM Commissioner Briefing w/ Chair Cruz & Commissioner Myers</p> <p align="center">10:15 AM – 11:00 AM Commissioner Briefing w/ Commissioners Platt & Gambetti</p> <p align="center">11:00 AM – 12:00 PM Economic Impact Action Committee</p> <p align="center">12:00 PM – 3:30 PM Office & Internal Staff Meetings</p> <p align="center">3:30 PM – 4:00 PM Meeting w/ Ashely Henry</p>	<p align="center">8:30 AM – 9:00 AM Desk Time</p> <p align="center">10:00 AM – 10:15 AM Check-In w/ Tom Rinehart</p> <p align="center">10:15 AM – 11:30 AM Office & Internal Staff Meetings</p> <p align="center">11:30 AM – 12:00 PM Directors Community/Economic Development Meeting</p> <p align="center">1:00 PM – 1:45 PM Meeting w/ Portland Kitchen Cabinet</p> <p align="center">1:45 PM – 2:15 PM Desk Time</p> <p align="center">2:15 PM – 2:30 PM Interview w/ KGW</p> <p align="center">2:30 PM – 4:30 PM Greater Portland Economic Development District Board of Directors Meeting</p>	<p align="center">8:00 AM – 11:00 PM Internal Staff Meetings</p> <p align="center">11:00 PM – 12:00 PM Economic Impact Action Committee</p> <p align="center">12:00 PM – 1:30 PM Portland Business Alliance Executive & Board Meeting</p> <p align="center">1:30 PM – 3:00 PM Office & Internal Staff Meetings</p> <p align="center">3:00 PM – 5:00 PM Board of Commissioners Meeting</p>	<p align="center">8:00 AM – 8:30 AM Check-in w/ Curtis Robinhold & Keith Leavitt</p> <p align="center">8:30 AM – 9:00 AM Internal Staff Meeting</p> <p align="center">9:00 AM – 10:30 AM Governor's Regional Solutions Team/Greater Portland Inc./ Metro Economic Response Team</p> <p align="center">10:30 AM – 12:00 PM Office & Internal Staff Meetings</p> <p align="center">12:00 PM – 1:30 PM Greater Portland Inc. Executive Committee Meeting</p> <p align="center">1:30 PM – 3:00 PM Office & Internal Staff Meetings</p> <p align="center">4:00 PM – 4:15 PM City Directors Check-in Opportunity</p>	<p align="center">8:30 AM – 9:00 AM Desk Time</p> <p align="center">9:00 AM – 10:00 AM Monthly Check-In w/ Commissioner Hardesty</p> <p align="center">10:00 AM – 11:00 AM Monthly Check-In w/ Commissioner Fritz</p> <p align="center">11:00 AM – 11:30 AM Internal Meeting</p> <p align="center">12:30 PM – 1:00 PM Check-In w/ Mayor Wheeler's Staff</p> <p align="center">1:00 PM – 2:00 PM Meeting w/ Portland Housing Bureau & Bureau of Planning Services</p> <p align="center">2:00 PM – 2:15 PM Telephone Call w/ Tatiana Elejalde</p> <p align="center">2:15 PM – 3:15 PM Internal Staff Meeting</p>