

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 April 13 – April 17, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:00 AM Desk Time	8:30 AM – 11:00 AM Internal Staff Meetings	8:30 AM – 10:45 AM Internal Staff Meetings	8:30 AM – 9:00 AM Internal Staff Meeting	8:00 AM – 9:00 AM Desk Time
9:00 AM – 9:30 AM Call with Deborah Kafoury	11:30 AM – 12:00 PM Directors Community/Economic Development Meeting	11:00 AM – 12:00 PM Economic Impact Action Committee	9:00 AM – 10:30 AM Governor’s Regional Solutions Team/Greater Portland Inc., Metro Economic Response Team Meeting	9:00 AM – 11:00 AM Economic Recovery Task Force
9:30 AM – 10:30 AM Office & Internal Staff Meetings	12:00 PM – 12:30 PM Weekly Meeting w/ Tom Rinehart	12:00 PM – 2:00 PM Desk Time	10:15AM – 10:45 AM Meeting w/ City Budget Office	11:00 AM – 12:00 PM Internal Staff Meetings
10:30 AM – 11:00 AM Telephone Call w/ Leah Horner	1:00 PM – 1:30 PM Internal Staff Meetings	2:00 PM – 2:30 PM Meeting w/ Mayor Wheeler & Commissioner Hardesty	10:45AM – 11:45 AM Desk Time	12:15 PM – 12:30 PM Telephone Call w/ Ernesto Fonseca
11:00 AM – 12:00 PM Economic Impact Action Committee	2:00 PM – 4:00 PM Continuum Negotiations	2:30 PM – 3:00 PM Internal Staff Meeting	12:00 PM – 1:00 PM Interview w/ Think Out Loud	12:30 PM – 2:30 PM Desk Time
1:00 PM – 3:30 PM Office & Internal Staff Meetings	4:00 PM – 4:15 PM City Bureau Directors Check-in	3:00 PM – 3:30 PM Meeting w/ Mayor Wheeler & Commissioner Eudaly	1:00 PM – 2:00 PM Internal Staff Meetings	2:30 PM – 5:00 PM Out of Office
3:30 PM – 4:30 PM Telephone Call w/ Brittany Bagent		3:30 PM – 4:00 PM Internal Staff Meeting	2:00 PM – 2:30 PM Meeting w/ Mike Myers	
4:30 PM – 5:00 PM Internal Staff Meeting		4:00 PM – 4:30 PM Telephone Call w/ Think Out Loud	2:30 PM – 3:00 PM Meeting w/ Andrea Durbin	
		4:30 PM – 5:00 PM Internal Staff Meeting	3:00 PM – 3:30 PM Monthly Meeting w/ Shannon Callahan	
			3:30 PM – 4:30 PM Monthly Check-In w/ Portland Housing Bureau	

Week April 20 – April 24, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:30 AM Desk Time	7:00 AM – 9:30 AM Office & Internal Staff Meetings	8:00 AM – 10:00 AM Greater Portland Inc. Board Meeting	8:30 AM – 9:00 AM Internal Staff Meeting	8:30 AM – 1:00 PM Office & Internal Staff Meetings
9:00 AM – 9:30 AM Meeting w/ Sonia Schmanski	9:30 AM – 11:00 AM PANELIST: CARES Act Work Session	9:00 AM – 11:30 AM City Council	9:00 AM – 10:30 AM Governor’s Regional Solutions Team/Greater Portland Inc./ Metro Economic Response Team	1:00 PM – 2:30 PM Community Budget Committee
9:30 AM – 11:00 AM Office & Internal Staff Meetings	11:30 AM – 1:00 PM Press Event w/ Mayor Wheeler	11:45 AM – 2:00 PM Office & Internal Staff Meetings	10:30 AM – 11:30 AM Office & Internal Staff Meetings	2:00 PM – 3:00 PM Meeting w/ Latino Built, National Association of Minority Contractors & Portland Business Development Group
11:00 AM – 12:00 PM Economic Impact Action Committee	1:00 PM – 2:00 PM Desk Time	2:00 PM – 3:00 PM Meeting w/ Portland Housing Bureau & Bureau of Planning Services	11:30 AM – 12:00 PM Meeting w/ Mayor Wheeler & Commissioner Eudaly	3:00 PM – 4:00 PM Internal Staff Meeting
12:00 PM – 3:45 PM Office & Internal Staff Meetings	2:00 PM – 2:30 PM BRIDGE Virtual Ribbon Cutting	3:00 PM – 4:00 PM Meeting w/ Sonia Schmanski	1:30 PM – 2:00 PM Meeting w/ Lee Po Cha & Jeff MacDonald	
3:45 PM – 4:00 PM Telephone Call w/ J. Isaac	2:30 PM – 3:00 PM Desk Time	4:30 PM – 5:00 PM Internal Staff Meeting	2:30 PM – 4:00 PM Office & Internal Staff Meetings	
4:00 PM – 4:30 PM Internal Staff Meeting	3:00 PM – 3:30 PM Participant: Best Cities Podcast		4:00 PM – 4:15 PM City Directors Check-in Opportunity	
	3:30 PM – 4:30 PM Meeting w/ Greater Portland Inc.			