

**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 27 – May 1, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
				<p align="center">8:00 AM – 9:00 AM Internal Staff Meeting</p> <p align="center">9:00 AM – 11:00 AM Economic Recovery Task Force</p> <p align="center">11:00 AM – 3:00 PM Office & Internal Staff Meetings</p> <p align="center">3:00 PM – 4:30 PM Disaster Policy Council</p>

Week May 4 – May 8, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">8:30 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 – 2:45 PM Office & Internal Staff Meetings</p> <p align="center">2:45 PM – 3:45 PM Monthly Check-In w/ Commissioner Hardesty</p> <p align="center">4:00 PM – 5:00 PM Internal Staff Meeting</p>	<p align="center">8:30 AM – 11:00 AM Office & Internal Staff Meetings</p> <p align="center">11:00 AM – 11:30 AM Telephone Call w/ Commissioner Platt</p> <p align="center">11:30 PM – 1:00 PM Office & Internal Staff Meetings</p> <p align="center">1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler’s Office</p> <p align="center">2:00 PM – 4:00 PM Internal Staff Meetings</p> <p align="center">4:00 PM – 4:15 PM City Directors Check-in Opportunity</p> <p align="center">4:30 PM – 5:00 PM Monthly Check-In w/ Chair Cruz</p>	<p align="center">8:30 AM – 10:30 PM Internal Staff Meetings</p> <p align="center">10:30 AM – 11:00 AM Directors Community/Economic Development</p> <p align="center">11:00 AM – 12:30 PM Internal Staff Meeting</p> <p align="center">12:30 PM – 1:30 PM Meeting w/ Healthy Communities Coalition</p> <p align="center">1:30 PM – 3:00 PM Meeting w/ Community Chambers</p> <p align="center">3:00 PM – 4:30 PM Office & Internal Staff Meetings</p> <p align="center">4:30 PM – 5:00 PM Meeting w/ Chris Harder</p>	<p align="center">8:00 AM – 11:00 AM Office & Internal Staff Meetings</p> <p align="center">11:00 AM – 12:00 PM Meeting w/ Greater Portland Inc.</p> <p align="center">12:00 PM – 1:00 PM Bureau Director’s Meeting</p> <p align="center">1:30 PM – 2:30 PM Governor’s Regional Solutions Team/Greater Portland Inc./ Metro Economic Response Team</p> <p align="center">2:30 PM – 4:00 PM Office & Internal Staff Meetings</p> <p align="center">4:00 PM – 4:30 PM Internal Staff Meeting</p>	<p align="center">8:00 AM – 2:30 PM Office & Internal Staff Meetings</p> <p align="center">2:30 PM – 2:35 PM Telephone Call w/ Commissioner Fritz</p> <p align="center">2:45 PM – 5:00 PM Desk Time</p>