

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 June 1 – June 5, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 9:00 AM Office & Internal Staff Meeting	8:30 AM – 9:00 AM Meeting w/ Tom Samra, USPS	8:30 AM – 10:00 PM Spanish Language Listening Session	8:30 AM – 10:00 AM Local Relief Fund Task Force	8:00 AM – 9:30 AM Local Relief Fund Task Force
9:00 AM – 10:30 AM Restaurant Listening Session	9:00 AM – 10:00 AM Office & Internal Staff Meetings	10:00 AM – 2:30 PM Office & Internal Staff Meetings	10:00 AM – 2:00 PM Office & Internal Staff Meetings	9:30 AM – 11:45 AM Office & Internal Staff Meetings
10:30 AM – 11:00 AM Telephone Calls w/ Mike Myers & Jamal Fox	10:00 AM – 10:15 AM Telephone Call w/ Chris Warner	2:30 PM – 4:00 PM Healthy Communities Coalition & Continuum Negotiations	2:00 PM – 2:20 PM Childcare Listening Session	11:45 AM – 1:00 PM PANELIST: Rapid Adaptation Panel
11:00 AM – 12:00 PM Economic Impact Action Committee	10:15 AM – 11:00 AM Desk Time	4:00 PM – 5:00 PM Desk Time	4:00 PM – 4:15 PM City Bureau Directors Check-in	1:00 PM – 2:30 PM Internal Staff Meetings
12:00 PM – 1:00 PM Office & Internal Staff Meeting	11:00 AM – 12:30 PM Local Relief Fund Task Force			2:30 PM – 3:00 PM Directors: Community/Economic Development
1:00 PM – 2:00 PM Monthly Check-In w/ Commissioner Hardesty	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office			3:00 PM – 3:15 PM Call Mark Falcone
2:30 PM – 3:00 PM Meeting w/ Commissioner Eudaly	2:00 PM – 2:30 PM Meeting w/ Portland Bureau of Transportation			3:15 PM – 4:00 PM Internal Meetings
3:00 PM – 4:00 PM Meeting w/ Greater Portland Inc.	2:30 PM – 3:00 PM Internal Staff Meeting			4:00 PM – 5:00 PM Continuum Negotiations
4:00 PM – 4:30 PM Internal Staff Meeting	3:00 PM – 4:00 PM Meeting w/ Kenechi Onyeagusi & Michael Martin			
	4:00 PM – 4:15 PM City Bureau Directors Check-in			
	4:30 PM – 5:00 PM Monthly Meeting w/ Chair Cruz			

Week June 8 – June 12, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 8:45 AM Internal Staff Meeting	8:15 AM – 10:00 AM Internal Staff Meetings	8:30 AM – 9:00 AM Desk Time	8:00 AM – 9:00 AM Internal Staff Meetings	8:00 AM – 9:00 AM Office & Internal Staff Meeting
9:00 AM – 10:00 AM Commissioner Briefings w/ Chair Cruz & Commissioner Myers	10:00 AM – 11:30 AM Portland Business Alliance 2020 Annual Meeting	9:00 AM – 10:30 AM Retail Reopening Listening Session	9:00 AM – 10:30 AM Governor's Regional Solutions Team/Greater Portland Inc./ Metro Economic Response Team	9:00 AM – 11:00 AM Economic Recovery Task Force
10:00 AM – 11:00 AM Commissioner Briefing w/ Commissioner Gambetti & Platt	11:30 AM – 12:00 PM Directors: Community/Economic Development	10:30 AM – 12:30 PM Internal Staff Meetings	10:30 AM – 12:00 PM Monthly Planning & Development Meeting	11:00 AM – 11:30 AM Internal Staff Meeting
11:00 AM – 12:00 PM Economic Impact Action Committee	12:00 PM – 1:30 PM Personal Services Listening Session	12:30 PM – 1:30 PM Meeting w/ METRO	12:00 PM – 1:00 PM Internal Staff Meeting	11:30 AM – 12:00 PM Monthly Meeting w/ Tom Rinehart
12:00 PM – 3:30 PM Office & Internal Staff Meetings	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office	1:30 PM – 3:00 PM Internal Training	1:00 PM – 1:15 PM Telephone Call w/ Rana Uzzaman	12:30 PM – 1:00 PM Internal Staff Meeting
3:30 PM – 4:00 PM Telephone Call w/ Nate McCoy	1:30 PM – 3:00 PM Local Relief Fund Task Force	3:00 PM – 5:30 PM Board of Commissioner Meeting	1:15 PM – 1:30 PM Internal Staff Meeting	1:00 PM – 2:00 PM Meeting w/ Moss Adams & City Auditors
4:15 PM – 5:00 PM Internal Staff Meeting	2:30 PM – 3:30 PM Continuum Negotiations		2:00 PM – 2:45 PM Local Relief Fund Task Force	2:00 PM – 3:00 PM Internal Staff Meeting
	4:00 PM – 4:15 PM City Bureau Directors Check-in		2:30 PM – 4:30 PM Greater Portland Economic Development District Directors Meeting	3:00 PM – 4:00 PM Meeting w/ Cobi Lewis & Chabre Vickers
	5:00 PM – 5:30 PM Internal Staff Meeting		4:15 PM – 4:30 PM City Directors Check-in Opportunity	4:15 PM – 4:45 PM Interview: NW Labor Press
			4:30 PM – 5:00 PM Internal Staff Meeting	