

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 May 11 – May 15, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
8:15 AM – 8:55 AM Community Budget Committee 9:00 AM – 10:00 AM Commissioner Briefings w/ Chair Cruz & Commissioner Myers 10:00 AM – 11:00 AM Internal Staff Meeting 11:00 AM – 12:00 PM Economic Impact Action Committee 12:15 PM – 1:00 PM Commissioner Briefing w/ Commissioner Gambetti & Platt 1:00 PM – 1:30 PM Telephone Call w/ John Wasitynski 1:30 PM – 2:00 PM Telephone call w/ Mark Falcone 2:00 PM – 3:30 PM Healthy Communities Coalition & Continuum Negotiations 3:30 PM – 5:00 PM Office & Internal Staff Meeting	8:30 AM – 9:45 AM Internal Staff Meetings 9:45 AM – 12:00 PM Multnomah County Board Meeting 12:00 PM – 1:00 PM Internal Staff Meeting 1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office 2:00 PM – 4:00 PM Continuum Negotiations 4:00 PM – 4:15 PM City Bureau Directors Check-in 4:15 PM – 5:00 PM Internal Staff Meeting	8:30 AM – 12:00 PM Office & Internal Staff Meetings 12:00 PM – 2:00 PM Portland Business Alliance Board Meeting 2:00 PM – 4:00 PM City Council 4:00 PM – 5:00 PM Desk Time 5:00 PM – 7:00 PM Board of Commissioners Meeting	8:30 AM – 9:30 AM Office & Internal Staff Meeting 9:30 AM – 10:30 AM Governor's Regional Solutions Team/Greater Portland Inc., Metro Economic Response Team Meeting 10:30 AM – 12:00 PM Monthly Planning & Development Meeting 12:30 PM – 1:00 PM Task Force Video Shoot 1:00 PM – 2:00 PM Healthy Communities Coalition & Continuum Negotiations 2:00 PM – 3:00 PM Meeting w/ Portland Business Development Group 3:00 PM – 3:15 PM Phone Call w/ Commissioner Platt 3:45 PM – 4:00 PM Phone Call w/ Commissioner Myers 4:00 PM – 4:15 PM City Directors Check-in Opportunity 4:30 PM - 5:00 PM Internal Staff Meeting	8:00 AM – 9:00 AM Office & Internal Staff Meeting 9:00 AM – 11:00 AM Economic Recovery Task Force 11:00 AM – 3:00 PM Internal Staff Meetings 3:00 PM – 3:30 PM Telephone Call w/ Cole Reed 3:30 PM – 5:00 PM Desk Time

Week May 18 – May 22, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:15 AM Meeting w/ Sonia Schmanski 9:15 AM – 11:00 AM Office & Internal Staff Meetings 11:00 AM – 12:00 PM Economic Impact Action Committee 12:00 PM – 1:15 PM Office & Internal Staff Meetings 1:15 PM – 1:45 PM Telephone Call w/ Commissioner Hardesty & Derek Bradley 2:00 PM – 4:30 PM Office & Internal Staff Meetings	8:00 AM – 11:30 AM Office & Internal Staff Meetings 11:30 AM – 12:00 PM Directors Community/Economic Development 12:30 PM – 12:45 PM Telephone Call w/ Commissioner Moreland-Capua 12:45 PM – 1:15 PM Meeting w/ Mayor Wheeler 1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office 2:00 PM – 3:30 PM Internal Staff Meetings 3:30 PM – 4:00 PM Meeting w/ Sonia Schmanski 4:00 PM – 4:15 PM City Directors Check-in Opportunity 4:30 PM – 5:00 PM Desk Time	8:30 AM – 9:00 AM Monthly Meeting w/ Tom Rinehart 9:30 AM – 2:00 PM Office & Internal Staff Meetings 2:00 PM – 5:00 PM City Council	8:30 AM – 9:00 AM Internal Staff Meeting 9:00 AM – 9:15 AM Telephone Call w/ Chris Warner 9:00 AM – 10:30 AM Governor's Regional Solutions Team/Greater Portland Inc./ Metro Economic Response Team 10:00 AM – 10:30 AM Telephone Call w/ Greater Portland Inc. Executive Committee 10:30 AM – 11:00 AM Telephone Call w/ Carmen Rubio 11:00 AM – 12:00 PM Meeting w/ Brittany Bagent & Matt Miller 12:00 PM – 3:00 PM Office & Internal Staff Meetings 3:00 PM – 4:00 PM Monthly Meeting w/ Portland Housing Bureau 4:00 PM – 4:15 PM City Directors Check-in Opportunity 4:15 PM – 4:30 PM Meeting w/ Shannon Callahan	8:30 AM – 11:30 AM Office 1:00 PM – 2:30 PM Native Business Community Listening Session 2:00 PM – 2:30 PM Telephone Call w/ Serena Stoudamire Wesley 2:30 PM – 2:45 PM Internal Staff Meeting 3:30 PM – 4:00 PM Meeting w/ Ashley Henry 4:00 PM – 4:30 PM Telephone Call w/ Madison Curio