

**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 August 17 – August 21, 2020**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>8:00 AM – 11:00 AM Office &amp; Internal Staff Meetings</p> <p>11:00 AM – 12:00 PM Economic Impact Action Committee</p> <p>12:00 PM – 2:00 PM Results Based Accountability Training</p> <p>2:00 PM – 3:00 PM Meeting w/ City of Portland Budget Office</p> <p>3:00 PM – 4:00 PM Meeting w/ Bret Marchant</p> <p>4:00 PM – 5:00 PM Desk Time</p>	<p>8:00 AM – 11:30 AM Office &amp; Internal Staff Meetings</p> <p>11:30 AM – 12:00 PM Meeting w/ Portland Housing Bureau &amp; Bureaus of Planning &amp; Sustainability &amp; Development Services</p> <p>1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office</p> <p>2:00 PM – 3:00 PM Desk Time</p> <p>3:00 PM – 5:00 PM Economic Recovery Task Force</p> <p>5:00 PM – 5:15 PM Internal Staff Meeting</p>	<p>8:00 AM – 2:00 PM Office &amp; Internal Staff Meetings</p> <p>2:00 PM – 3:00 PM Meeting w/ Marshall Runkel</p> <p>3:00 PM – 4:30 PM Internal Staff Meeting</p> <p>4:30 PM – 5:00 PM Desk Time</p>	<p>7:00 AM – 11:00 AM Office &amp; Internal Staff Meetings</p> <p>11:00 AM – 12:00 PM Monthly Meeting w/ Bureau of Planning &amp; Sustainability</p> <p>12:00 PM – 3:00 PM Office &amp; Internal Staff Meetings</p> <p>3:00 PM – 3:30 PM Check-In w/ Shannon Callahan</p> <p>3:30 PM – 4:00 PM Monthly Meeting w/ Portland Housing Bureau</p> <p>4:00 PM – 4:30 PM City Bureau Directors Check-in</p> <p>4:30 PM – 5:00 PM Meeting w/ Vivian Satterfield</p> <p>5:00 PM – 5:30 PM Call w/ Commissioner Gambetti</p>	<p>VACATION</p>

**Week August 24 – August 31, 2020**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>8:30 AM – 5:00 PM Office &amp; Internal Staff Meetings</p>	<p>8:00 AM – 10:30 AM Office &amp; Internal Staff Meetings</p> <p>10:30 AM – 11:00 AM Calls to Brad Malsin and Maurice Henderson</p> <p>11:00 AM – 2:00 PM Office &amp; Internal Staff Meetings</p> <p>2:00 PM – 4:00 PM Chair: Greater Portland Economic Development District Meeting</p> <p>4:00 PM – 5:00 PM Meeting w/ Portland Business Alliance</p>	<p>8:30 AM – 5:00 PM Desk Time</p>	<p>8:30 AM – 9:00 AM Internal Staff Meeting</p> <p>9:30 AM – 10:30 AM Meeting w/ Mayor Wheeler, Portland Business Alliance &amp; Community Leaders</p> <p>10:30 AM – 2:30 PM Desk Time</p> <p>2:30 AM – 5:00 PM TechTown Quarterly Company Leader Sessions</p>	<p>Out of Office ----- <b>Monday</b> 8:30 AM – 9:00 AM Meeting w/ Housing &amp; Urban Development</p> <p>9:30 AM – 10:00 AM Telephone Call w/ Nolan Lienhart</p> <p>10:00 AM – 11:30 AM Internal Staff Meetings</p> <p>11:30 AM – 12:00 PM Telephone Call w/ Alando Simpson</p> <p>12:00 – 3:30 PM Office &amp; Internal Staff Meetings</p> <p>3:45 PM – 4:00 PM Telephone Call w/ Kristin Dennis</p> <p>4:00 PM – 4:30 PM Telephone Call w/ Nate McCoy</p>