

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 July 1 – July 3, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
		8:00 AM – 8:30 AM Desk Time 8:30 AM – 8:45 AM Interview w/ Blueprint Creative Group 9:00 AM – 10:30 AM Office & Internal Staff Meetings 10:30 AM – 11:30 AM Monthly Check-In w/ Bureau of Planning & Sustainability 12:00 PM – 1:15 PM Meeting w/ Williams & Russel Project Working Group 1:00 PM – 2:00 PM Internal Staff Meetings 2:00 PM – 3:00 PM Meeting w/ OMSI & Portland City Bureaus 3:00 PM – 3:30 PM Desk Time 3:30 PM – 5:00 PM Out of Office	8:30 AM – 9:00 AM Anti-Displacement: Mayor's Office Bureau Directors Check in 9:00 AM – 10:30 AM Office & Internal Staff Meetings 10:30 AM – 11:00 AM Meeting w/ Mayor Wheeler 11:00 AM – 11:30 PM Internal Staff Meeting 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting 1:30 PM – 5:00 PM Out of Office	Holiday

Week July 6 – July 10, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 AM – 9:00 AM Internal Staff Meeting 9:00 AM – 9:45 AM Meeting w/ Giyen Kim 9:45 AM – 11:00 AM Desk Time 11:00 AM – 12:00 PM Economic Impact Action Committee 1:00 PM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 11:00 AM Internal Staff Meetings 11:00 AM – 11:45 AM Press Conference - NAYA EnVision Center 11:30 AM – 12:00 PM Meeting w/ Directors of Portland Housing Bureau, Development Services and Planning & Sustainability 1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Ted Wheeler's Office 2:00 PM – 4:00 PM Desk Time 4:00 PM – 4:30 PM City Bureau Directors Check-in	8:00 AM – 1 :00 PM Office & Internal Staff Meetings 1:00 PM – 2:00 PM Monthly Check-In w/ Bureau of Planning & Sustainability 2:00 PM – 3:00 PM Desk Time 3:00 PM – 3:30 PM Meeting w/ Nita Shah 3:30 PM – 4:00 PM Desk Time	8:30 AM – 10:30 AM Office & Internal Staff Meetings 10:30 AM – 12:00 PM Planning & Development Monthly Meeting 12:00 PM – 1:30 PM Greater Portland Inc. Executive Committee Meeting 1:15 PM – 1:30 PM Internal Staff Meeting 1:30 PM – 2:00 PM Desk Time 2:00 PM – 3:00 PM Meeting w/ Continuum & Cecilia Estolano 3:00 PM – 3:30 PM Internal Staff Meeting 3:45 PM – 4:15 PM Interview: Portland Business Journal 4:00 PM – 4:30 PM City Bureau Directors Check-in 4:00 PM – 4:30 PM Internal Staff Meeting 4:30 PM – 5:00 PM Meeting w/ Brittany Bagent	9:00 AM – 9:30 AM Call Felissa Haggins 9:30 AM – 10:00 AM Internal Staff Meeting 10:00 AM – 11:00 AM Monthly Check-In w/ Commissioner Fritz 11:00 AM – 1:00 PM Meeting w/ John Washington & Fawn Aberson 1:30 PM – 2:00 PM Call Mark Falcone 2:00 PM – 3:00 PM Internal Staff Meeting 3:00 PM – 4:00 PM Meeting w/ Healthy Communities Coalition 4:00 PM – 4:30 PM EIAC & Internal Staff Meeting