

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 September 1 – September 4, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
	8:30 AM – 11:30 AM Office & Internal Staff Meetings 11:30 AM – 12:00 PM Meeting w/ Portland Housing Bureau & Bureaus of Planning & Sustainability & Development Services 1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheelers Office 2:00 PM – 2:30 PM Telephone Call w/ Commissioner Myers 2:30 PM – 3:00 PM Telephone Call w/ Commissioner Platt 3:00 PM – 3:30 PM Telephone Call w/ Commissioner Gambetti 4:30 PM – 5:00 PM Telephone Call w/ Ashley Henry	9:00 AM – 1:30 PM Office & Internal Staff Meetings 1:30 PM – 2:00 PM Telephone Call w/ Commissioner Stoudamire Wesley 2:00 PM – 4:00 PM Meeting w/ Juanita Range 4:00 PM – 4:30 PM Telephone Call w/ Chair Cruz	8:30 AM – 11:30 PM Office & Internal Staff Meeting 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting 2:00 PM – 3:00 PM Internal Staff Meetings 3:00 PM – 3:30 PM Meeting w/ Juanita Range 3:30 PM – 4:00 PM Meeting w/ Leslie Goodlow 4:00 PM – 4:30 PM City Bureau Directors Check-in 4:30 PM – 4:45 PM Telephone Call w/ Jessica Kinard 4:45 PM – 5:00 PM Internal Staff Meeting	8:00 AM – 10:00 AM Desk Time 10:30 AM – 11:00 AM Video Shoot at City Hall 12:00 PM – 3:00 PM Desk Time 3:00 PM – 3:30 PM Telephone Call w/ Chair Cruz 3:30 PM – 5:00 PM Desk Time

Week September 7 – September 11, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	8:00 AM – 11:30 AM Office & Internal Staff Meetings 11:45 AM – 12:10 PM Meeting w/ Commissioner Eudaly & Bureau of Transportation 1:00 PM – 1:30 PM Meeting w/ Mayor Wheeler 1:30 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office 2:00 PM – 4:00 PM Office & Internal Staff Meetings 4:00 PM – 4:30 PM City Bureau Directors Check-in 4:30 PM – 5:00 PM Monthly Check-In w/ Chair Cruz	8:00 AM – 11:00 AM Office & Internal Staff Meetings 11:00 AM – 11:45 AM Meeting w/ Healthy Communities Coalition 12:00 PM – 1:30 PM Portland Business Alliance Board Meeting 1:00 PM – 4:00 PM Internal Staff Meetings 4:00 PM – 4:30 PM Meeting w/ YMCA 4:30 PM – 5:00 PM Meeting w/ Second Muse	8:30 AM – 10:00 AM Office & Internal Staff Meetings 10:00 AM – 10:10 AM Telephone Call w/ Chris Warner 10:30 AM – 11:30 PM Attend: Council Executives 11:30 AM – 12:00 PM Desk Time 12:00 PM – 12:45 PM Interview w/ Oregonian 12:45 PM – 1:00 PM Telephone Call w/ Adena Long 1:00 PM – 4:30 PM Out of Office 4:30 PM – 4:55 PM Telephone Call w/ Mark Falcone	8:00 AM – 9:00 AM Desk Time 9:00 AM – 9:30 AM Telephone Call w/ Nate McCoy 9:00 AM – 9:30 AM Internal Staff Meeting 10:00 AM – 11:00 AM Monthly Check-In w/ Commissioner Fritz 11:00 AM – 12:30 AM Office & Internal Staff Meeting 12:30 PM – 5:00 PM Out of Office