

**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 14 – September 18, 2020**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 AM – 9:00 AM Internal Staff Meeting	8:00 AM – 11:30 AM Office & Internal Staff Meetings	8:30 AM – 9:00 AM Monthly Meeting w/ Tom Rinehart	8:00 AM – 9:0 AM Internal Staff Meetings	8:00 AM – 11:00 AM Office & Internal Staff Meetings
9:00 AM – 10:00 AM Commissioner Briefings w/ Chair Cruz & Commissioner Gambetti	11:30 AM – 12:00 PM Meeting w/ Portland Housing Bureau & Bureaus of Planning & Sustainability & Development Services	9:00 AM – 10:00 AM Internal Staff Meetings	9:00 AM – 9:30 AM Telephone Call w/ Nate McCoy	11:00 AM – 12:00 PM Meeting w/ Metro Planning & Development
10:00 AM – 11:00 AM Commissioner Briefing w/ Commissioner Stoudamire Wesley & Platt	12:00 PM – 1:00 PM Meeting w/ Juanita Range	10:00 AM – 10:30 AM Telephone Call w/ Kenechi Onyeagusi	9:30 AM – 10:30 AM Meeting w/ Bret Marchant	1:00 PM – 2:30 PM Internal Staff Meeting
11:00 AM – 1:30 PM Office & Internal Staff Meetings	1:00 PM – 1:30 PM Weekly Check-In w/ Mayor Wheeler's Office	10:30 AM – 2:00 PM Desk Time	10:30 AM – 3:00 AM Office & Internal Staff Meetings	2:30 PM – 3:30 PM Monthly Check-In w/ Mayor Wheeler & Portland Business Alliance
1:30 PM – 2:30 PM Monthly Check-In w/ Commissioner Hardesty	1:30 PM – 2:00 PM Internal Staff Meeting	2:00 PM – 4:00 PM Present: Portland City Council	3:00 PM – 3:30 PM Portland Housing Bureau/Prosper Portland Monthly Check-In	3:30 PM – 4:00 PM Telephone Call w/ Sonia Schmanski
2:30 PM – 4:00 PM Internal Staff Meetings	2:00 PM – 2:30 PM Meeting w/ Commissioner Ryan	4:00 PM – 5:30 PM Board of Commissioners Meeting	3:30 PM – 4:00 PM Desk Time	4:00 PM – 4:30 PM Telephone Call Cecilia Estolano
	2:30 PM – 3:45 PM Office & Internal Staff Meetings		4:00 PM – 5:00 PM City Bureau Directors Check-in	7:00 PM – 9:00 PM Virtually Attend: Hacienda Community Development Corporation Purpose in Action
	3:45 PM – 4:45 PM Economic Impact Action Committee		4:00 PM – 5:30 PM Speak: EcoCapital VIP Reception	
	4:45 PM – 5:00 PM Internal Staff Meeting			

**Week of September 21 – September 25, 2020**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 AM – 10:00 AM Office & Internal Staff Meetings	8:00 AM – 10:00 AM Internal Staff Meetings	8:00 AM – 9:30 AM Office & Internal Staff Meetings	8:30 AM – 12:30 AM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Desk Time
10:00 AM – 11:00 AM Monthly Check-In w/ Commissioner Hardesty	10:00 AM – 10:20 AM Telephone Call w/Michael Szporluk	9:30 AM – 11:00 AM Portland City Council	12:30 PM – 1:00 PM Telephone Call w/ Joy Alise	9:00 AM – 10:00 AM Personal
11:00 AM – 3:00 PM Office & Internal Staff Meetings	10:30 AM – 11:00 AM Telephone Call w/ Juanita Range	11:15 AM – 12:30 PM Briefing w/ Sarah Iannarone	1:00 PM – 2:00 PM Internal Staff Meetings	10:00 AM – 2:00 PM Office & Internal Staff Meetings
3:00 PM – 3:30 PM Telephone Call w/ Andrea Durbin	11:30 AM – 12:00 PM Meeting w/ Portland Housing Bureau & Bureaus of Planning & Sustainability & Development Services	12:30 PM – 4:30 PM Office & Internal Staff Meetings	2:00 PM – 3:00 PM Interview: Oregonian	2:30 PM – 4:30 PM Visit: Downtown Businesses w/ Mayor Wheeler
3:30 PM – 5:00 PM Desk Time	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheelers Office		3:00 PM – 4:00 PM Monthly Meeting w/ Marshall Runkel	
	2:00 PM – 2:30 PM Desk Time		4:00 PM – 4:30 PM City Bureau Directors Check-in	
	2:30 PM – 4:30 PM Chair: Greater Portland Economic Development District Board of Directors Meeting		4:30 PM – 4:45 PM Internal Staff Meeting	