

**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 December 1 – December 4, 2020**

Monday	Tuesday	Wednesday	Thursday	Friday
	<p align="center">8:30 AM – 10:00 AM Internal Staff Meeting</p> <p align="center">10:00 AM – 12:00 PM Multnomah County Board of Commissioners Briefing</p> <p align="center">12:00 PM – 1:00 PM Office</p> <p align="center">1:00 PM – 2:00 PM Meeting w/ Mayor Wheeler &amp; Shannon Callahan</p> <p align="center">2:00 PM – 3:00 PM Weekly Check-In w/ Mayor Wheeler's Office</p> <p align="center">3:00 PM – 4:00 PM Office</p> <p align="center">4:00 PM – 4:30 PM City Bureau Directors Check-in</p> <p align="center">4:30 PM – 5:00 PM Office</p>	<p align="center">9:30 AM – 10:00 AM Internal Staff Meeting</p> <p align="center">10:00 AM – 11:30 AM Council for Economic &amp; Racial Equity</p> <p align="center">11:30 AM – 12:30 PM Telephone Call w/ Erin Graham</p> <p align="center">1:00 PM – 3:00 PM Internal Staff Meeting</p> <p align="center">3:00 PM – 5:00 PM Out of Office</p>	<p align="center">9:00 AM – 11:00 AM Office &amp; Internal Staff Meetings</p> <p align="center">11:00 AM – 12:00 PM Meeting w/ Commissioner Mapps</p> <p align="center">12:00 PM – 5:00 PM Out of Office</p>	<p align="center">7:30 AM – 8:15 AM Office</p> <p align="center">8:15 AM – 9:00 AM Meeting w/ Oscar Arana</p> <p align="center">9:00 AM – 12:30 PM Office &amp; Internal Staff Meetings</p> <p align="center">12:30 PM – 1:00 PM Telephone Call w/ Charles Wilhoite</p> <p align="center">1:00 PM – 5:00 PM Office &amp; Internal Staff Meetings</p>

**Week December 7 – December 11, 2020**

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">8:00 AM – 9:30 AM Office</p> <p align="center">10:00 AM – 11:00 AM Video Shoot w/ the Skanner</p> <p align="center">11:30 AM – 1:00 PM Office &amp; Internal Staff Meetings</p> <p align="center">1:00 PM – 2:00 PM Monthly Check-In w/ Commissioner Hardesty</p> <p align="center">2:00 PM – 5:00 PM Internal Staff Meetings</p>	<p align="center">8:30 AM – 1:00 PM Office &amp; Internal Staff Meetings</p> <p align="center">1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office</p> <p align="center">2:30 PM – 3:30 PM Urban Land Institute Panel/ Best Practice Sharing</p> <p align="center">4:00 PM – 4:30 PM Bureau Directors Check-In</p> <p align="center">4:30 PM – 4:45 PM Monthly Check-In w/ Chair Cruz</p>	<p align="center">8:00 AM – 12:00 PM Board of Commissioners Retreat</p> <p align="center">12:00 PM – 1:30 PM Portland Business Alliance Board Meeting</p> <p align="center">1:30 PM – 4:00 PM Internal Meetings</p>	<p align="center">7:00 AM – 10:00 AM Office &amp; Internal Staff Meetings</p> <p align="center">10:00 AM – 10:30 AM Telephone Call w/ Chair Cruz &amp; Commissioner Myers</p> <p align="center">10:30 AM – 12:00 PM Planning &amp; Development Directors Monthly Meeting</p> <p align="center">12:00 PM – 1:00 PM Internal Staff Meetings</p> <p align="center">1:00 PM – 2:00 PM Meeting w/ Commissioner-Elect Rubio</p> <p align="center">2:00 PM – 2:30 PM Office</p> <p align="center">2:30 PM – 3:00 PM Meeting w/ Tom Rinehart, Mike Jordan &amp; Michelle Kirby</p> <p align="center">3:00 PM – 5:00 PM Office &amp; Internal Staff Meetings</p>	<p align="center">9:00 AM – 10:30 AM Panelist: New City Commissioner Panel</p> <p align="center">10:00 AM – 1:00 PM Office &amp; Internal Staff Meetings</p> <p align="center">1:00 PM – 2:00 PM Monthly Meeting w/ Bureau of Planning &amp; Sustainability</p> <p align="center">2:00 PM – 2:30 PM Office</p> <p align="center">2:00 PM – 3:00 PM Monthly Meeting w/ Commissioner Ryan</p> <p align="center">3:00 PM – 5:00 PM Out of Office</p>