

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 14 – December 18, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:00 AM Internal Staff Meeting	8:00 AM – 11:30 AM Internal Staff Meetings	8:00 AM – 10:00 AM Office	8:00 AM – 10:00 AM Office & Internal Staff Meetings	8:00 AM – 8:30 AM Internal Staff Meeting
9:00 AM – 10:00 AM Commissioner Briefing w/ Chair Cruz & Commissioner Myers	11:30 AM – 12:00 PM Meeting w/ Shannon Callahan, Andrea Durbin & Rebecca Esau	10:00 AM – 1:00 AM City Council Hearing	10:00 AM – 10:30 AM Welcome: Inclusive Business Resource Network Holiday Meeting	8:30 AM – 9:00 AM Monthly Meeting w/ Tom Rinehart
10:00 AM – 11:00 AM Commissioner Briefing w/ Commissioner Stoudamire-Wesley & Commissioner Gambetti	12:00 PM – 1:00 PM Office	1:00 PM – 3:00 PM Internal Staff Meetings	10:30 AM – 11:00 AM Internal Staff Meeting	9:00 AM – 10:00 AM Monthly Meeting w/ Marshall Runkel
11:00 AM – 1:30 PM Internal Staff Meetings	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office	3:00 PM – 5:00 PM Board of Commissioners Meeting	11:00 AM – 12:00 PM Meeting w/ Michelle DePass	10:00 AM – 1:30 PM Office & Internal Staff Meetings
1:30 PM – 2:30 PM Commissioner Briefing w/ Commissioners Platt	2:00 PM – 2:30 PM Monthly Check-In w/ Shannon Callahan	5:00 PM – 5:30 PM Internal Staff Meeting	12:05 PM – 3:00 PM Office & Internal Staff Meetings	1:30 PM – 2:00 PM Meeting w/ Various Bureau Directors
2:30 PM – 3:00 PM Office	2:30 PM – 2:45 PM Telephone Call w/ Dr. Markisha Smith		3:00 PM – 4:00 PM Portland Housing Bureau/Prosper Portland Monthly Check-In	2:15 PM – 2:45 PM Meeting w/ Portland Housing Bureau
3:00 PM – 4:00 PM Monthly Check-In w/ Commissioner Fritz	3:00 PM – 3:45 PM Interview with Oregon Public Broadcasting		4:00 PM – 4:30 PM City Bureau Directors Check-in	3:00 PM – 4:00PM Internal Staff Meetings
4:00 PM – 4:45 PM Telephone Call w/ Rana Uzzaman	4:00 PM – 4:30 PM City Bureau Directors Check-in		4:30 PM – 5:00 PM Telephone Call w/ Mary Monnat	

Week of December 21 – December 25, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:00 AM Telephone Call w/ Tom Rinehart	Vacation	Vacation	Vacation	Holiday
9:00 AM – 3:00 PM Office & Internal Staff Meetings				
3:00 PM – 3:30 PM Telephone Call w/ Nolan Lienhart				
3:30 PM – 4:00 PM Internal Staff Meeting				