

**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 November 16 – November 20, 2020**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 9:00 AM Office  9:00 AM – 10:00 AM Commissioner Briefing w/ Chair Cruz & Commissioner Gambetti  10:00 AM – 11:00 AM Office & Internal Staff Meetings  11:00 AM – 11:30 AM Portland Housing Bureau/Prosper Portland Monthly Check-In  11:30 AM – 12:00 PM Meeting w/ Multnomah County Chair Kafoury  12:30 PM – 1:30 PM Meeting w/ Mayor Wheeler's Staff  1:00 PM – 2:00 PM Commissioner Briefing w/ Commissioner Stoudamire Wesley & Platt  2:00 PM – 3:00 PM Meeting w/ Brittany Bagent  2:00 PM – 3:00 PM Commissioner Briefing w/ Commissioner Myers  3:30 PM – 4:00 PM Monthly Check-In w/ Shannon Callahan  4:00 PM – 5:00 PM Meeting w/ Various City of Portland Bureaus	8:00 AM – 9:00 AM Internal Staff Meetings  9:00 AM – 10:00 AM Weekly Check-In w/ Mayor Wheeler's Office  10:00 AM – 12:00 PM Anti-Displacement Coalition  12:00 PM – 1:00 PM Office  1:00 PM – 3:00 PM Economic Recovery Task Force  2:45 PM – 3:30 PM Internal Staff Meeting  3:30 PM – 4:00 PM Telephone Call w/ Candace Beeke, Gabrielle Mueller and Krista Tappan  4:00 PM – 4:30 PM City Bureau Directors Check-in  4:30 PM – 5:00 PM Internal Staff Meetings	8:00 AM – 8:20 AM Monthly Meeting w/ Tom Rinehart  8:30 AM – 10:00 AM Internal Staff Meetings  10:00 AM – 11:30 AM Meeting w/ Community Chambers  11:15 AM – 11:30 AM Call Tavo Cruz  11:30 AM – 1:00 PM Internal Staff Meetings  1:00 PM – 1:30 PM Greater Portland Inc., Executive Committee Meeting  1:30 PM – 2:00 PM Internal Staff Meeting  2:00 PM – 2:30 PM Telephone Call w/ Derek Bradley  2:30 PM – 3:00 PM Office  3:00 PM – 5:00 PM Board of Commissioners Meeting	8:00 AM – 9:00 AM Office & Internal Staff Meetings  9:00 AM – 10:30 AM Governor's Regional Solutions Team/Greater Portland Inc., / Metro Economic Response Team Meeting  10:00 AM – 12:00 PM Internal Staff Meetings  12:00 PM – 2:00 PM Results Based Accountability 2020 Cohort Session 7  1:00 PM – 1:30 PM Telephone Call w/ Andrea Durbin  2:00 PM – 5:00 PM Office  5:00 PM – 5:30 PM Telephone Call w/ Michelle Weisenbach	8:15 AM – 9:00 AM Internal Staff Meeting  9:00 AM – 12:00 PM Meeting w/ Micro Enterprise Service of Oregon  12:00 PM – 5:00 PM Internal Staff Meetings

**Week of November 23 – November 30, 2020**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday/Monday</b>
8:00 AM – 8:30 AM Internal Staff Meeting  8:30 AM – 9:15 AM Telephone Call w/ Chair Cruz  9:15 AM – 10:00 AM Telephone Call w/ Commissioner Myers  10:00 AM – 12:00 PM Office and Internal Staff Meeting  12:00 PM – 12:30 PM Telephone Call w/ Commissioner Stoudamire-Wesley  1:00 PM – 2:30 PM Internal Staff Meeting  2:30 PM – 3:15 PM Telephone Call w/ Commissioner Platt  3:15 PM – 4:00 PM Office  4:00 PM – 4:30 PM Telephone Call w/ Evie Amelia Smith  4:30 PM – 5:15 PM Telephone Call w/ Commissioner Gambetti	VACATION	VACATION	HOLIDAY	HOLIDAY  -----  <b>Monday</b>  8:00 AM – 1:30 PM Office & Internal Staff Meetings  1:30 PM – 1:55 PM Telephone Call w/ Ashley Henry  2:00 PM – 3:30 PM Office  3:30 PM – 4:30 PM Personal  4:30 PM – 5:00 PM Meeting w/ Kenechi Onyeagusi