

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 October 12 – October 16, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 AM – 9:00 AM Meeting w/ Elizabeth Edwards</p> <p>9:00 AM – 10:00 AM Commissioner Briefing w/ Chair Cruz & Commissioner Myers</p> <p>10:00 AM – 11:00 AM Commissioner Briefing w/ Commissioner Gambetti</p> <p>11:00 AM – 12:00 PM Meeting w/ Serilda McGee</p> <p>12:00 PM – 12:30 PM Meeting w/ City of Portland Staff</p> <p>12:15 PM – 1:00 PM Meeting w/ Go Collaboratory</p> <p>1:00 PM – 2:00 PM Meeting w/ Home Forward & Portland Housing Bureau</p> <p>2:00 PM – 3:00 PM Commissioner Briefing w/ Commissioners Stoudamire Wesley & Platt</p> <p>3:55 PM – 4:55 PM Monthly Check-In w/ Commissioner Hardesty</p>	<p>8:00 AM – 11:30 AM Internal Staff Meetings</p> <p>11:30 AM – 12:00 PM Meeting w/ Marshall Runkel & Andes Oswill</p> <p>12:00 PM – 12:15 PM Check-In w/ Nitah Shah</p> <p>1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office</p> <p>2:00 PM – 2:30 PM Telephone Call w/ E.D. Mondain</p> <p>2:30 PM – 5:00 PM Office & Internal Staff Meetings</p>	<p>8:30 AM – 11:00 AM Internal Staff Meetings</p> <p>11:00 AM – 11:30 AM Meeting w/ Marshall Runkel</p> <p>11:30 AM – 12:00 PM Internal Staff Meeting</p> <p>12:00 PM – 1:30 PM Portland Business Alliance Board Meeting</p> <p>1:30 PM – 3:00 PM Office & Internal Staff Meeting</p> <p>3:00 PM – 5:00 PM Board of Commissioners Meeting</p>	<p>8:30 AM – 10:30 AM Office & Internal Staff Meetings</p> <p>10:30 AM – 12:00 PM Monthly Planning & Director's Meeting</p> <p>1:00 PM – 1:45 PM Briefing w/ Erika Bernabei & Theodore Miller</p> <p>2:00 PM – 2:30 PM Internal Staff Meeting</p> <p>2:30 PM – 3:00 PM Monthly Check-In w/ Shannon Callahan</p> <p>3:00 PM – 4:00 PM Portland Housing Bureau/Prosper Portland Monthly Check-In</p>	<p>8:00 AM – 10:00 AM Office & Internal Staff Meetings</p> <p>10:00 AM – 10:30 AM Telephone Call w/ Dr. Stephen Holt</p> <p>10:30 AM – 12:00 PM Office & Internal Staff Meeting</p> <p>12:00 PM – 5:00 PM Out of Office</p>

Week of October 19 – October 23, 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:15 AM – 9:00 AM Telephone Call w/ Maria Pope</p> <p>9:00 AM – 11:00 AM Results Based Accountability Training</p> <p>11:30 AM – 1:00 PM Office & Internal Staff Meetings</p> <p>1:15 PM – 1:30 PM Monthly Check-In w/ Commissioner Hardesty</p> <p>2:00 PM – 3:30 PM Office & Internal Staff Meetings</p> <p>3:30 PM – 4:00 PM Telephone Call w/ Elissa Gertler</p> <p>4:15 PM – 4:45 PM Call Shanna Brownstein</p>	<p>8:00 AM – 12:00 PM Office & Internal Staff Meetings</p> <p>11:30 AM – 12:00 PM Check-In w/ Shannon Callahan, Andrea Durbin & Rebecca Esau</p> <p>12:00 PM – 3:45 PM Office & Internal Staff Meetings</p> <p>3:45 PM – 4:45 PM Economic Impact Action Committee</p> <p>4:45 PM – 5:00 PM Internal Staff Meeting</p>	<p>8:00 AM – 10:00 AM Greater Portland Inc., Board Meeting</p> <p>9:00 AM – 11:00 AM Results Based Accountability Training</p> <p>11:00 AM – 12:00 PM Internal Staff Meetings</p> <p>12:30 PM – 1:00 PM Telephone Call w/ Chair Gustavo Cruz</p> <p>1:00 PM – 2:00 PM Panelist: Urban Land Institute</p> <p>2:00 PM – 2:45 PM Weekly Check-In w/ Mayor Wheeler's Office</p> <p>2:45 PM – 3:00 PM Telephone Call w/ Cara Rene</p> <p>4:00 PM – 5:00 PM Desk Time</p>	<p>8:30 AM – 9:00 AM Internal Staff Meeting</p> <p>9:00 AM – 10:00 AM Meeting w/ Portland Housing Bureau, Legal Aid Services & Oregon Law Center</p> <p>10:00 AM – 11:00 AM Desk Time</p> <p>11:00 AM – 11:30 AM Telephone Call w/ Commissioner Stoudamire-Wesley</p> <p>11:30 AM – 12:00 PM Telephone Call w/ Nita Shah</p> <p>12:00 PM – 12:30 PM Call Juanita Range</p> <p>1:00 PM – 2:00 PM Internal Staff Meeting</p> <p>2:00 PM – 3:00 PM Chair: Greater Portland Economic Development District</p> <p>3:00 PM – 3:30 PM Telephone Call w/ Adena Long</p> <p>3:30 PM – 4:00 PM Internal Staff Meeting</p> <p>4:00 PM – 4:30 PM City Bureau Directors Check-in</p> <p>4:30 PM – 5:15 PM Internal Staff Meeting</p>	<p>8:15 AM – 8:30 AM Telephone Call w/ Ashley Henry</p> <p>8:30 AM – 10:00 AM Internal Staff Meetings</p> <p>10:30 AM – 11:00 AM Meeting w/ Sharon Gary-Smith</p> <p>11:00 AM – 11:30 AM Meeting w/ Sarah Shaoul, Michelle Comer, Rebecca Armstrong & Ashley Henry</p> <p>11:30 AM – 3:00 PM Office & Internal Staff Meetings</p> <p>3:00 PM – 4:00 PM Meeting w/ Moss Adams & Prosper Portland Chair & Commissioner Platt</p> <p>4:00 PM – 4:45 PM Meeting w/ Se-ah-dom Edmo, Ben Gates & Violeta Rubiani</p>