

**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 26 – October 30, 2020**

| <b>Monday</b>  | <b>Tuesday</b>   | <b>Wednesday</b>   | <b>Thursday</b>   | <b>Friday</b>  |
|--|--|--|---|--|
| 8:30 AM – 11:30 AM<br>Office & Internal Staff Meetings         | 8:00 AM – 11:00 AM<br>Internal Staff Meetings  | 8:00 AM – 9:00 AM<br>Meeting w/ Tom Rinehart & Various<br>Bureau Directors                           | 8:00 AM – 10:00 AM<br>PANELIST: Daily Journal of Commerce<br>Builder Event              | 7:30 AM – 8:30 AM<br>SPEAK: Oregon Association of Minority<br>Entrepreneurs  |
| 11:30 AM – 12:00 PM<br>Telephone Call w/ Mark Falcone          | 11:00 AM – 11:30 AM<br>Meeting w/ Bret Marchant                                      | 9:00 AM – 10:00 AM<br>Internal Staff Meeting   | 10:00 AM – 11:30 AM<br>Office & Internal Staff Meetings                                 | 8:30 AM – 10:00 AM<br>Office   |
| 12:00 PM – 12:30 PM<br>Internal Staff Meeting                  | 11:30 AM – 12:00 PM<br>Meeting w/ Shannon Callahan, Andrea<br>Durbin, & Rebecca Esau | 10:00 AM – 12:00 PM<br>Meeting w/ Legacy Health Systems &<br>Mayor Wheeler's Office                  | 11:30 AM – 12:00 PM<br>Meeting w/ Tom Rinehart  | 10:00 AM – 10:30 AM<br>Meeting w/ Tom Rinehart   |
| 12:30 PM – 1:00 PM<br>Telephone Call w/ Juanita Range          | 12:00 PM – 1:00 PM<br>Internal Staff Meeting   | 12:00 PM – 2:00 PM<br>Internal Staff Meetings  | 1:00 PM – 3:00 PM<br>Internal Staff Meetings  | 10:00 AM – 12:00 PM<br>Office & Internal Staff Meetings  |
| 1:30 PM – 2:00 PM<br>Telephone Call w/ Andy Macklin            | 1:00 PM – 2:00 PM<br>Weekly Check-In w/ Mayor Wheeler's<br>Office                    | 2:00 PM – 4:00 PM<br>Greater Portland Economic<br>Development District Board of Directors<br>Meeting | 3:00 PM – 3:30 PM<br>Meeting w/ Candace Beeke   | 12:00 PM – 1:00 PM<br>Staff Training w/ Erika Bernabei   |
| 2:00 PM – 3:00 PM<br>Office & Internal Staff Meetings          | 2:00 PM – 4:00 PM<br>Office & Internal Staff Meetings                                | 4:00 PM – 5:00 PM<br>Office  | 3:30 PM – 4:00 PM<br>Meeting w/ Portland Bureau of<br>Transportation                    | 1:00 PM – 2:00 PM<br>Meeting w/ City of Portland Auditor's<br>Office   |
| 3:00 PM – 4:00 PM<br>Meeting w/ Ashley Henry & James<br>Parker | 4:00 PM – 4:30 PM<br>City Bureau Directors Check-in                                  |  | 4:00 PM – 4:30 PM<br>City Bureau Directors Check-in                                     | 2:00 PM – 3:30 PM<br>March Communication Check-In with<br>Portland Business Alliance, Travel<br>Portland, Greater Portland Inc., CEIC,<br>Bricks Need Mortar, Pioneer Courthouse<br>Square |
| 4:00 PM – 4:30 PM<br>Internal Staff Meeting                    | 4:30 PM – 5:00 PM<br>Telephone Call w/ Andrea Durbin                                 |  | 4:30 PM – 5:00 PM<br>Internal Staff Meeting   |  |
| 4:30 PM – 5:00 PM<br>Meeting w/ Charles Wilhoite               |  |  | 6:00 PM – 6:30 PM<br>SPEAK: Food & Beverage Business to<br>Business Matchmaking Program | 3:00 PM – 5:00 PM<br>Office & Internal Staff Meetings  |