

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 February 1 – February 5, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 11:00 AM Office & Internal Staff Meeting	8:30 AM – 11:00 AM Internal Staff Meetings	9:00 AM – 10:00 AM Internal Staff Meeting	8:30 AM – 12:00 PM Internal Staff Meetings	8:00 AM – 8:15 AM Telephone Call with Erin Graham
11:00 AM – 12:30 PM New City Commissioner Panel	12:00 PM – 1:30 PM Office	10:00 AM – 11:00 AM Quarterly Meeting w/ Portland Parks & Recreation	12:00 PM – 1:00 PM Bureau Directors Monthly Meeting	8:30 AM – 9:00 AM Meetings w/ Portland Business Alliance & Travel Portland
1:00 PM – 2:00 PM Monthly Check-In w/ Commissioner Hardesty	1:30 PM – 2:30 PM Check-In w/ Mayor Wheelers Office	11:00 AM – 11:05 AM Telephone Call w/ Sonia Schmanski	1:30 PM – 4:00 PM Internal Staff Meetings	9:00 AM – 10:00 AM Internal Staff Meeting
2:30 PM – 3:00 PM Telephone Call w/ Sophorn Cheang	2:30 PM – 3:00 PM Office	11:00 AM – 12:00 PM Internal Staff Meeting	4:30 PM – 5:00 PM Meeting w/ Nate McCoy & Molly Washington	10:00 AM – 10:45 AM Meeting w/ Briannon Fraley
3:00 PM – 4:00 PM Monthly Check-In w/ Bureau of Planning & Sustainability	3:00 PM – 4:00 PM Meeting w/ PSU President Stephen Percy and Kevin Neely	11:50 AM – 12:00 PM Telephone Call w/ Sam Adams	5:00 PM – 5:15 PM Telephone Call w/ Andrew Hoan	11:00 AM – 12:00 PM Telephone Call w/ Paul Lumley
4:30 PM – 5:00 PM Internal Staff Meeting	4:00 PM – 4:30 PM Directors 2x Weekly Check-In	12:00 PM – 1:00 PM State of the Economy	6:00 PM – 7:00 PM North/Northeast Community Development Initiative Oversight Committee	1:00 PM – 2:30 PM Office & Internal Staff Meetings
	4:30 PM – 5:00 PM Monthly Check-In w/ Chair Cruz	1:15 PM – 2:00 PM Coordinating Council kick-off		2:30 PM – 3:30 PM Meeting w/ Sonia Schmanski & Sam Adams
		2:00 PM – 5:00 PM Office & Internal Staff Meetings		3:30 PM – 4:30 PM Internal Staff Meetings
				4:00 PM – 5:00 PM Meeting w/ Various Members - Greater Portland Inc.

Week February 8 – February 12, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:00 AM Internal Staff Meeting	8:30 AM – 1:30 PM Office & Internal Staff Meetings	9:00 AM – 10:00 AM Dare to Lead with Dr. Brené Brown	8:30 AM – 10:30 AM Office & Internal Staff Meeting	8:00 AM – 10:00 AM Office & Internal Staff Meetings
9:00 AM – 10:00 AM Commissioner Briefings w/ Chair Cruz & Commissioner Gambetti	1:30 PM – 2:00 PM Meeting w/ Jessica Kinard	10:00 AM – 12:00 PM Office & Internal Staff Meeting	10:30 AM – 12:00 PM Planning & Development Directors Monthly Meeting	10:00 AM – 10:15 AM Telephone Call w/ Rebecca Esau
10:00 AM – 12:00 PM Office & Internal Staff Meeting	2:00 PM – 4:00 PM Office & Internal Staff Meetings	12:00 PM – 1:30 PM Portland Business Alliance Board Meeting	1:00 PM – 3:00 PM Internal Staff Meetings	11:00 AM – 12:30 PM Internal Staff Meeting
1:00 PM – 2:00 PM Commissioner Briefing w/ Commissioner Myers & Platt	4:00 PM – 4:30 PM Directors 2x Weekly Check-In	1:30 PM – 2:00 PM Office	4:00 PM – 4:30 PM Directors 2x Weekly Check-In	1:00 PM – 1:30 PM Monthly Meeting w/ Commissioner Mapps
2:00 PM – 3:00 PM Commissioner Briefing w/ Commissioner Stoudemire Wesley		2:00 PM – 2:30 PM Telephone Call w/ Mark Falcone	4:30 PM – 5:00 PM Office	1:30 PM – 2:00 PM Office
3:00 PM – 5:00 PM Meeting w/ Cully Partners		2:30 PM – 3:00 PM Office		2:00 PM – 3:00 PM Monthly Meeting w/ Commissioner Ryan
		3:00 PM – 5:00 PM Board of Commissioners Meeting		3:00 PM – 3:30 PM Internal Staff Meeting
				3:30 PM – 5:00 PM Out of Office