

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 15 – February 19, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday 8:00 AM – 5:00 PM Office	8:30 AM – 11:30 AM Office & Internal Staff Meeting 11:30 AM – 12:00 PM Meeting w/ Directors Callahan, Durbin & Esau 12:00 PM – 1:30 PM Office & Internal Staff Meeting 1:30 PM – 2:00 PM Meeting w/ Derek Bradley 2:00 PM – 4:00 PM Internal Staff Meetings 4:00 PM – 4:30 PM Bureau Directors Bi-Weekly Check-In 4:30 PM – 5:00 PM Internal Staff Meeting	8:30 AM – 10:00 AM Office & Internal Staff Meeting 10:00 AM – 10:30 AM Individual Telephone Calls w/ Andrea Durbin, Tom Rinehart & Sonia Schmanski 10:30 AM – 3:30 PM Office & Internal Staff Meetings 3:30 PM – 4:30 PM Internal Training 4:30 PM – 5:00 PM Internal Staff Meeting	8:30 AM – 11:00 AM Office & Internal Staff Meetings 11:00 AM – 11:50 AM Meeting w/ Dr. Holt 11:50 AM – 12:00 PM Telephone Call w/ Mark Edlen 12:00 PM – 1:30 PM Meeting w/ Derek Bradley 1:30 PM – 2:30 PM Internal Staff Meetings 2:30 PM – 3:00 PM TechTown 3:00 PM – 4:00 PM Monthly Meeting w/ Portland Housing Bureau 4:00 PM – 4:30 PM Directors Bi- Weekly Check-In 4:30 PM – 5:00 PM Office	8:00 AM – 10:00 AM Office & Internal Staff Meetings 10:00 AM – 10:30 AM Monthly Meeting w/ Tom Rinehart 10:30 AM – 12:00 PM Office 11:00 AM – 11:30 AM Telephone Call w/ Curtis Robinhold 12:00 PM – 1:00 PM Portland Reputation Recovery Core Project Team Meeting 1:00 PM – 2:30 PM Office & Internal Staff Meetings 2:30 PM – 2:45 PM Telephone Call w/ Andrea Durbin 3:30 PM – 4:30 PM Meeting w/ Mayor Wheeler's Office

Week February 22 – February 26, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 8:30 AM Telephone Call w/ Sam Adams 8:30 AM – 10:00 AM Office 10:00 AM – 11:00 AM Economic Relief, Stabilization & Recovery Planning 11:00 AM – 2:00 PM Office & Internal Staff Meeting 2:00 PM – 3:00 PM Meeting w/ COEP Inclusive Business Resource Network providers 3:00 PM – 5:00 PM Internal Staff Meeting	8:00 AM – 8:15 AM Telephone Call w/ Bobby Lee 8:30 AM – 9:00 AM Internal Staff Meeting 9:00 AM – 10:30 AM METRO/City Bureau Check-In 10:30 AM – 11:30 AM Meeting w/ Office of Government Relations 11:30 AM – 1:00 PM Office 1:00 PM – 2:00 PM Bi-Weekly Check-In w/ Mayor Wheeler's Office 2:00 PM – 3:00 PM Internal Staff Meeting 3:00 PM – 4:00 PM Private Appointment 4:00 PM – 5:30 PM Office	7:30 AM – 8:30 AM Office 8:30 AM – 9:00 AM Meeting w/ Greater Portland Inc., & CBRE Group 9:00 AM – 2:30 PM Office & Internal Staff Meetings 2:30 PM – 3:30 PM Bureau of Planning & Sustainability/Prosper Portland Check-In 3:30 PM – 5:00 PM Meeting w/ Bobby Lee & Sonia Schmanski 5:30 PM – 6:15 PM BBPDX 4 th Birthday Bash	8:30 AM – 9:00 AM Internal Staff Meeting 9:00 AM – 1:30 PM Oregon Tradeswomen Diversity Summit 11:15 AM – 12:15 PM Panelist: Oregon Tradeswomen Diversity Summit 1:30 PM – 4:00 PM Office & Internal Staff Meetings 4:00 PM – 4:30 PM Directors 2x Weekly Check-In 4:30 PM – 5:00 PM Telephone Call w/ Sonia Schmanski 4:30 PM – 5:15 PM Meeting w/ Albina Vision Trust	8:00 AM – 12:00 PM Office & Internal Staff Meetings 12:00 PM – 1:00 PM Attend: State of the Region 1:00 PM – 5:00 PM Office & Internal Staff Meetings