

**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 January 11– January 15, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:00 AM – 11:00 AM Internal Staff Meetings</p> <p>11:00 AM – 12:00 PM Economic Impact Action Committee</p> <p>1:00 PM – 2:00 PM Meeting w/ Offices of Management & Finance and Equity & Human Rights</p> <p>2:00 PM – 3:00 PM Internal Staff Meetings</p> <p>3:00 PM – 5:00 PM Prosper Portland Community Budget Committee</p> <p>4:30 PM – 5:00 PM Telephone Call w/ Maria Pope</p> <p>5:00 PM – 5:30 PM Telephone Call w/ Andrea Durbin</p>	<p>8:00 AM – 9:30 AM Office & Internal Staff Meeting</p> <p>9:30 AM – 11:30 AM CARES Act Work Session</p> <p>11:30 AM – 2:00 PM Office & Internal Staff Meetings</p> <p>2:00 PM – 3:00 PM Meeting w/ Janet Campbell, Alando Simpson & Benjamin Forstag</p> <p>3:00 PM – 4:00 PM Internal Staff Meeting</p> <p>4:00 PM – 4:30 PM Bureau Directors Bi-Weekly Check-In</p> <p>4:30 PM – 5:00 PM Office</p>	<p>8:30 AM – 11:00 AM Internal Staff Meetings</p> <p>11:00 AM – 12:00 PM Meeting w/ Legacy Health Systems and Charles Wilhoite</p> <p>12:00 PM – 3:00 PM Portland Business Alliance Board Retreat</p> <p>3:00 PM – 4:00 PM Internal Staff Meeting</p> <p>4:00 PM – 4:30 PM Meeting w/ Brittany Bagent</p> <p>4:30 PM – 5:00 PM Office</p>	<p>8:30 AM – 9:00 AM Internal Staff Meeting</p> <p>9:30 AM – 11:00 AM January Disaster Policy Council Meeting</p> <p>11:00 AM – 12:00 PM Planning & Development Directors Meeting</p> <p>12:00 PM – 1:00 PM Internal Staff Meeting</p> <p>1:00 PM – 1:30 PM Meeting w/ Derek Bradley</p> <p>1:30 PM – 2:00 PM Office</p> <p>2:00 PM – 4:00 PM Chair: Greater Portland Economic Development District</p> <p>3:00 PM – 4:30 PM Internal Staff Meeting</p> <p>4:00 PM – 4:30 PM Directors Bi- Weekly Check-In</p> <p>4:30 PM – 5:00 PM Meeting w/ Prosper Portland Commissioner Myers</p>	<p>8:30 AM – 10:00 AM Portland Delegation Legislative Breakfast</p> <p>10:00 AM – 3:00 PM Internal Staff Meetings</p> <p>3:00 PM – 3:45 PM Meeting w/ Sharon Maxwell</p> <p>3:45 PM – 5:00 PM Office & Internal Staff Meetings</p>

Week January 18 – January 22, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Holiday</p>	<p>8:30 AM – 11:30 AM Office & Internal Staff Meeting</p> <p>11:30 AM – 12:00 PM Meeting w/ Portland City Commissioners' Chiefs of Staff</p> <p>12:30 PM – 1:30 PM Office</p> <p>1:30 PM – 2:30 PM Meeting w/ Mayor Ted Wheeler</p> <p>2:00 PM – 5:00 PM Out of Office</p>	<p>8:00 AM – 10:00 AM Greater Portland Inc., January Board Meeting</p> <p>10:00 AM – 12:00 PM Internal Staff Meetings</p> <p>1:00 PM – 2:00 PM Internal Staff Meetings</p> <p>2:00 PM – 2:30 PM Meeting w/ Margie Sollinger & Bridget Donegan</p> <p>2:30 PM – 3:30 PM Office</p> <p>3:30 PM – 4:30 PM Meeting w/ Mayor Ted Wheeler</p>	<p>8:30 AM – 9:00 AM Internal Staff Meeting</p> <p>9:00 AM – 10:30 AM Governor's Regional Solutions Team/Greater Portland Inc., Metro Economic Response Team Meeting</p> <p>10:30 AM – 11:30 AM Office & Internal Staff Meetings</p> <p>11:30 AM – 3:30 PM Portland Business Association Board Retreat Day 1 of 2</p> <p>2:00 PM – 4:00 PM City Council Work Session</p> <p>3:00 PM – 4:00 PM Monthly Meeting w/ Portland Housing Bureau</p> <p>3:00 PM – 4:30 PM Internal Meeting</p> <p>4:00 PM – 4:30 PM Bureau Directors 2x Weekly Check-In</p> <p>4:30 PM – 5:00 PM Telephone Call w/ Sonia Schmanski</p>	<p>8:30 AM – 9:00 AM Monthly Check-In w/ Tom Rinehart</p> <p>9:00 AM – 9:30 AM Telephone Call w/ Sam Adams</p> <p>9:30 AM – 10:45 AM Internal Staff Meetings</p> <p>10:45 AM – 11:45 AM Meeting w/ Commissioner Hardesty, Williams & Russell Project Working Group Co-Chairs & Prosper Portland</p> <p>11:45 AM – 2:30 PM Office & Internal Staff Meetings</p> <p>2:30 PM – 3:00 PM Telephone Call w/ Ashley Henry</p> <p>3:00 PM – 4:00 PM Internal Staff Meetings</p>