

**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 25 – January 29, 2021**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
OUT	8:30 AM – 9:00 AM Internal Meeting  9:00 AM – 9:30 AM Telephone Call w/ Tom Rinehart  9:30 AM – 11:30 AM Office  11:30 AM – 12:00 PM Meeting w/ Shannon Callahan, Andrea Durbin & Rebecca Esau  12:00 PM – 3:00 PM Office & Internal Staff Meetings  3:00 PM – 4:00 PM Bureau of Development Services Quarterly Check-In  4:30 PM – 5:00 PM Telephone Call w/ Sonia Schmanski	8:00 AM – 1:00 PM Internal Staff Meetings  1:00 PM – 5:00 PM Board of Commissioners Budget Work Session  4:30 PM – 5:00 PM Internal Staff Meeting	8:15 AM – 9:30 AM Office & Internal Staff Meetings  9:30 AM – 11:30 AM Economic Recovery Task Force  11:30 AM – 4:00 PM Office & Internal Staff Meetings  4:00 PM – 4:30 PM Directors 2x Weekly Check-in  4:30 PM – 5:00 PM Meeting w/ Michelle Harper, Dr. Leroy Haynes & Joel Anderson	8:00 AM – 10:00 AM Internal Staff Meeting  10:00 AM – 11:00 AM Meeting w/ Mayor’s Office & Williams & Russell Project Working Group Co-Chairs  11:15 AM – 12:00 PM Check-In w/ Commissioner Rubio  12:30 PM – 1:00 PM Meeting w/ Sonia Schmanski  1:00 PM – 4:30 PM Internal Staff Meetings  4:30 PM – 5:00 PM Telephone Call w/ Karis Stoudamire