

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 March 1 – March 5, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 9:00 AM Office & Internal Staff Meeting	8:00 AM – 11:30 AM Office & Internal Staff Meetings	8:00 AM – 9:15 AM Office & Internal Staff Meeting	8:00 AM – 12:00 PM Office & Internal Staff Meetings	8:00 AM – 9:30 AM Office & Internal Staff Meetings
9:00 AM – 10:00 AM Meeting w/ Mayor Wheeler's Office	11:30 AM – 12:00 PM Attend: Tuesday Chiefs	9:15 AM – 12:00 PM Personnel Interviews	12:00 PM – 1:00 PM Bureau Directors Monthly Meeting	9:30 AM – 10:00 AM Meeting w/ Mark Falcone
10:00 AM – 11:00 AM Meeting w/ Tom Rinehart & Michelle Kirby	1:00 PM – 2:00 PM Internal Staff Meeting	1:00 PM – 2:00 PM Internal Staff Meetings	1:00 PM – 1:10 PM Telephone Call w/ Gabe Solmer	10:00 AM – 10:30 AM Internal Staff Meeting
11:00 AM – 1:00 PM Office & Internal Staff Meeting	2:00 PM – 3:00 PM Greater Portland Economic Development District Executive Committee	2:00 PM – 3:00 PM Meeting w/ Mayor Wheeler's Office	1:15 PM – 1:30 PM Telephone Call w/ Raihana Ansary	10:30 AM – 11:00 AM Meeting w/ Directors Callahan, Durbin & Esau
1:00 PM – 2:00 PM Monthly Meeting w/ Commissioner Hardesty	3:00 PM – 4:00 PM Internal Staff Meeting	3:00 PM – 5:00 PM Office & Internal Staff Meetings	1:30 PM – 1:45 PM Telephone Call w/ Adena Long	12:00 PM – 1:00 PM Greater Portland Inc. Executive Committee
2:30 PM – 5:00 PM Office & Internal Staff Meeting	4:00 PM – 4:30 PM Directors 2x Weekly Check-In		1:45 PM – 3:00 PM Office & Internal Staff Meeting	1:00 PM – 4:00 PM Office & Internal Staff Meetings
	4:30 PM – 5:00 PM Office		3:00 PM – 4:00 PM Economic Relief & Stimulus Coordination Council	
			4:00 PM – 4:30 PM Internal Staff Meeting	

Week March 8 – March 12, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 10:30 AM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Office & Internal Staff Meeting	8:00 AM – 12:00 PM Office & Internal Staff Meetings	8:00 AM – 10:30 AM Office & Internal Staff Meetings	8:00 AM – 12:00 PM Office & Internal Staff Meetings
10:30 AM – 11:00 AM Telephone Call w/ Brittany Bagent	9:00 AM – 9:15 AM Telephone Call w/ Vivian Satterfield	12:00 PM – 1:30 PM Portland Business Alliance Board Meeting	10:30 AM – 11:30 AM Planning & Development Directors Monthly Meeting	12:00 PM – 12:30 PM Telephone Calls w/ Tom Rinehart, Jessica Kinard & Mark Falcone
11:00 AM – 11:30 AM Office	9:15 AM – 11:00 AM Internal Staff Meetings	1:30 PM – 5:00 PM Office & Internal Staff Meeting	11:30 AM – 12:00 PM Office	12:00 PM – 1:00PM State of the City
11:30 AM – 12:00 PM Meeting w/ Khanh Tran	11:00 AM – 12:00 PM Meeting w/ Dr. Holt		12:00 PM – 1:30 PM Economic Relief & Stimulus Coordination Council	1:00 PM – 1:30 PM Monthly Meeting w/ Commissioner Mapps
1:00 PM – 3:00 PM Office & Internal Staff Meetings	12:30 PM – 1:00 PM Telephone Call w/ Sam Adams		1:30 PM – 2:00 PM Office & Internal Staff Meetings	1:30 PM – 2:00 PM Office
3:00 PM – 3:30 PM Telephone Call w/ Oscar Arana	1:00 PM – 2:00 PM Bi-Weekly Check-In w/ Mayor Wheeler's Office		2:00 PM – 4:00 PM Greater Portland Economic Development District Board Meeting	2:00 PM – 3:00 PM Monthly Meeting w/ Commissioner Ryan
3:30 PM – 5:00 PM Office	2:00 PM – 3:30 PM Meeting w/ Continuum		4:00 PM – 4:30 PM Directors 2x Weekly Check-In	3:00 PM – 5:00 PM Office & Internal Staff Meetings
	3:30 PM – 4:00 PM Telephone Call w/ Gustavo Cruz		4:30 PM – 5:00 PM Office & Internal Staff Meeting	
	4:00 PM – 4:30 PM Directors 2x Weekly Check-In			
	4:30 PM – 5:00 PM Meeting w/ Amanda Osborne			