

**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 29 – April 2, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
			7:00 AM – 9:30 AM Office 9:30 AM – 12:30 PM City Council Work Session 1:00 PM – 4:30 PM Internal Staff Meetings	8:00 AM – 10:30 AM Internal Staff Meetings 10:30 AM – 12:30 PM Economic Recovery Task Force 12:30 PM – 2:00 PM Internal Staff Meetings 2:00 PM – 3:00 PM Personal Appointment 3:00 PM – 4:00 PM Greater Portland Inc., Cornerstone Investors Meeting

Week April 5 – April 9, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 11:30 AM Office & Internal Staff Meetings 11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council 1:00 PM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 1:30 PM Internal Staff Meeting 2:00 PM – 3:00 PM Greater Portland Economic Development District Executive Committee 3:00 PM – 4:00 PM Office 4:00 PM – 4:30 PM City Bureau Directors Check-in 4:30 PM – 5:00 PM Monthly Check-In w/ Chair Gustavo Cruz	8:30 AM – 12:00 PM Office & Internal Staff Meeting 1:30 PM – 3:30 PM Office & Internal Staff Meeting 3:30 PM – 4:00 PM Meeting w/ Tom Rinehart & Raihana Ansary 4:30 PM – 5:00 PM Telephone Call w/ Homer Williams	8:30 AM – 10:00 AM Office & Internal Staff Meetings 10:00 AM – 10:45 AM Meeting w/ Office of Management & Finance 10:30 AM – 11:30 AM Planning & Development Directors Monthly Meeting 12:00 PM – 1:00 PM Attend: Portland Opportunities Industrialization Center + Rosemary Anderson High School Work Connections event 12:00 PM – 1:30 PM April Greater Portland Inc., Executive Committee Meeting 2:00 PM – 2:30 PM Filming: Pioneer Awards 2:30 PM – 4:00 PM Office & Internal Staff Meetings 4:00 PM – 4:30 PM Directors 2x Weekly Check-in 4:30 PM – 7:30 PM Attend: Celebrate Trade event	8:00 AM – 9:30 AM Office 9:00 AM – 9:30 AM Meeting w/ Mayor Wheeler & Tom Rinehart 9:30 AM – 11:00 AM Office 11:00 AM – 1:00 PM Office & Internal Staff Meetings 1:00 PM – 1:30 PM Monthly Meeting w/ Commissioner Mapps 1:30 PM – 2:00 PM Internal Staff Meeting 2:00 PM – 5:00 PM Out of Office