

**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 April 12 – April 16, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
Out Ill	7:00 AM – 11:45 AM Office & Internal Staff Meetings 11:45 AM – 1:00 PM Panelist Brookings Metro Webinar 1:30 PM – 2:00 PM Office & Internal Staff Meetings 2:00 PM – 4:00 PM Greater Portland Economic Development District Board Meeting 4:00 PM – 5:00 PM Meeting w/ Nanci Luna Jimenez	8:00 AM – 10:45 AM Office & Internal Staff Meetings 11:00 AM – 12:00 PM Private Appointment 12:00 PM – 1:30 PM Portland Business Alliance Board Meeting 1:30 PM – 2:30 PM Meeting w/ Portland Housing Bureau 2:30 PM – 3:00 PM Office 3:00 PM – 5:00 PM Board of Commissioners Meeting	8:00 AM – 8:30 AM Telephone Call w/ Erin Graham 8:30 AM – 1:00 PM Office & Internal Staff Meetings 1:00 PM – 1:45 PM Meeting w/ Commissioner Gambetti 1:45 PM – 3:00 PM Office 3:00 PM – 4:00 PM Monthly Meeting w/ Portland Housing Bureau 4:00 PM – 5:00 PM Meeting w/ Mayor Wheeler	8:00 AM – 10:00 AM Office & Internal Staff Meetings 10:00 AM – 10:15 AM Telephone Call w/ Sonia Schmanski 10:15 AM – 3:30 PM Office & Internal Staff Meetings 3:30 PM – 4:30 PM Meeting w/ Commissioner Ryan 4:00 PM – 5:00 PM Office

Week April 19 – April 23, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 11:15 AM Internal Staff Meetings 11:15 AM – 11:30 AM Telephone Call w/ Chair Cruz 11:30 AM – 1:30 PM Internal Staff Meetings 2:00 PM – 3:00 PM Private Appointment 3:45 PM – 5:00 PM Internal Staff Meetings	8:30 AM – 10:30 AM Office & Internal Staff Meetings 10:30 AM – 11:00 AM Telephone Call w/ Chair Cruz 11:0 AM – 12:00 PM Private Appointment 12:15 PM – 1:30 PM Office & Internal Staff Meeting 1:30 PM – 2:00 PM Meeting w/ Commissioner Ryan & Tom Rinehart 2:00 PM – 3:00 PM Office & Internal Staff Meeting 3:00 PM – 4:00 PM Meeting w/ Continuum 4:00 PM – 4:30 PM Directors 2x Weekly Check-In	8:00 AM – 10:00 AM Greater Portland Inc. Board Meeting 10:00 AM – 3:30 PM Office & Internal Staff Meetings 3:30 PM – 5:00 PM Out of Office	8:00 AM – 8:30 AM Check-In w/ Tom Rinehart 8:30 AM – 4:00 PM Office & Internal Staff Meetings 4:00 PM – 4:30 PM Directors 2x Weekly Check-In	8:00 AM – 12:30 PM Office & Internal Staff Meetings 12:30 PM – 1:30 PM Native American Youth & Family Center: Ground-Breaking Event 1:00 PM – 5:00 PM Office & Internal Staff Meetings