

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 May 17 – May 21, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:00 AM Internal Staff Meeting	8:30 AM – 11:30 AM Office & Internal Staff Meetings	6:00 AM – 8:00 AM Office	8:30 AM – 9:00 AM Internal Staff Meeting	6:00 AM – 9:30 AM Office & Internal Staff Meetings
9:00 AM – 10:30 AM Business Success and Job Creation Action Table meeting	11:30 AM – 12:00 PM Meeting w/ City Commissioner Chiefs of Staff	8:00 AM – 9:00 AM Charter Commission Bureau Director Panel	9:00 AM – 10:00 AM Meeting w/ Portland Housing Bureau	8:45 AM – 9:30 AM Monthly Meeting w/ Mayor Wheeler
10:30 AM – 11:30 AM Office	1:00 PM – 2:00 PM Bi-Weekly Check-In w/ Mayor Wheeler's Office	9:00 AM – 10:00 AM Internal Staff Meetings	10:00 AM – 12:00 PM Internal Staff Meetings	9:30 AM – 10:00 AM Monthly Meeting w/ Commissioner Rubio
11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council	2:00 PM – 2:40 PM Brookings Interview	10:00 AM – 10:30 AM Monthly Meeting w/ Tom Rinehart	1:00 PM – 4:00 PM Internal Staff Meetings	10:00 AM – 11:30 AM Office & Internal Staff Meeting
1:00 PM – 2:00 PM OSBU Forum with Senator Merkley	3:00 PM – 4:00 PM Quarterly Meeting w/ Portland Parks & Recreation	11:00 AM – 11:30 AM RiverPlace Phase 2 Photo Shoot		11:40 AM – 12:15 PM Speak: TechfestNW Include Awards
2:00 PM – 2:30 PM Meeting w/ Office Management & Finance		12:30 PM – 1:00 PM Internal Staff Meeting		12:30 PM – 1:00 PM Internal Staff Meeting
2:30 PM – 3:00 PM Office		1:00 PM – 2:00 PM Meeting w/ ECONorthwest		1:00 PM – 2:00 PM Gates Foundation Interview & Estolano Advisors
3:00 PM – 4:30 PM Attend: We Need to Talk About Anti-Asian Hate		2:00 PM – 2:15 PM Telephone Call w/ Sophorn Cheang		2:00 PM – 3:30 PM Internal Staff Meeting
4:30 PM – 5:00 PM Internal Meeting		2:00 PM – 3:00 PM Community Budget Committee Meeting		3:00 PM – 3:30 PM Meeting w/ Shoshanah Oppenheim
		3:00 PM – 3:30 PM Internal Staff Meeting		3:30 PM – 4:00 PM Office
		3:00 PM – 4:00 PM Telephone Call w/ Sonia Schmanski		
		3:30 PM – 4:00 PM Attend: City Council		

Week May 24 – May 31, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 8:45 AM Biz Action table Debrief and Next Steps	7:30 AM – 9:30 AM Office & Internal Staff Meeting	8:00 AM – 10:00 AM Internal Staff Meeting	8:00 AM – 10:30 AM Internal Staff Meetings	8:00 AM – 9:00 AM Meeting w/ Reimagine Oregon Project
8:45 AM – 9:00 AM Office & Internal Staff Meetings	9:30 AM – 11:30 AM American Rescue Plan Work Session	10:00 AM – 11:00 AM Meeting w/ Andrew McGough	10:30 AM – 11:00 AM Telephone Call w/ Rana Uzzaman	9:00 AM – 12:00 PM Internal Staff Meetings
11:30 AM – 12:30 PM American Rescue Plan Pre- Proposal Work Session	11:35 AM – 2:00 PM Internal Staff Meetings	11:00 AM – 11:30 AM Internal Staff Meeting	11:00 AM – 11:30 AM Internal Staff Meeting	12:00 PM – 1:00 PM Meeting w/ Williams & Russell Project Working Group & Mayor Wheeler
12:30 PM – 1:00 PM Meeting w/ Office Management & Finance	2:00 PM – 4:00 PM Economic Recovery Task Force	11:30 AM – 12:00 PM Meeting w/ Dr. Markisha Webster	12:00 PM – 1:00 PM Meeting w/ Cully Partners/Portland Housing Bureau and Bureau Planning & Sustainability	1:00 PM – 4:00 PM Office & Internal Staff Meetings
1:00 PM – 1:30 PM Office & Internal Staff Meeting		1:00 PM – 1:45 PM Interview w/ Institute for Economic and Racial Equity	1:00 PM – 3:00 PM Out of Office	----- Monday
2:00 PM – 2:25 PM Telephone Call w/ Ashley Henry		2:00 PM – 4:00 PM Internal Staff Meetings	3:00 PM – 4:30 PM Community Benefit Agreements Finalization Kick-Off	HOLIDAY
2:25 PM – 5:00 PM Office & Internal Staff Meetings				