

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 3 – May 7, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 11:30 AM Internal Staff Meetings	8:30 AM – 9:30 AM Internal Staff Meetings	8:00 AM – 5:00 PM Office & Internal Staff Meetings	7:00 AM – 12:00 PM Office & Internal Staff Meetings	7:00 AM – 8:30 AM Office
11:30 AM – 1:00 PM American Rescue Plan Pre-Proposal Question & Answer Session	9:30 AM – 11:30 AM WORK SESSION: City Council		12:00 PM – 1:00 PM Bureau Directors Monthly Meeting	8:30 AM – 8:45 AM Telephone Call w/ Monique Claiborne
12:00 PM – 12:30 PM Debrief Question & Answer Session	11:00 AM – 12:00 PM Internal Staff Meeting		1:00 PM – 2:30 PM Office	8:45 AM – 10:00 AM Internal Staff Meetings
1:00 PM – 1:45 PM Meeting w/ Commissioner Mapps & Tom Rinehart	1:00 PM – 2:00 PM Bi-Weekly Check-In w/ MTWO & Prosper Portland		2:30 PM – 4:00 PM Attend: City Council	10:00 AM – 12:30 PM Out of Office
1:30 PM – 2:00 PM Monthly Check-In w/ Commissioner Hardesty	2:00 PM – 4:30 PM Office & Internal Staff Meetings		4:00 PM – 4:30 PM Internal Staff Meeting	2:00 PM – 3:30 PM Office & Internal Staff Meeting
2:00 PM – 4:30 PM Office	4:30 PM – 5:00 PM Monthly Check-In w/ Chair Cruz			3:30 PM – 5:00 PM Out of Office

Week May 10 – May 14, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:00 AM Internal Staff Meeting	8:30 AM – 9:00 AM Internal Staff Meeting	8:00 AM – 9:00 AM Charter Commission Bureau Director Panel - Healthy & Vibrant Community Group	8:30 AM – 10:30 AM Internal Staff Meetings	8:30 AM – 9:00 AM Office
9:00 AM – 10:00 AM Commissioner Briefings w/ Chair Cruz & Commissioner Myers	9:20 AM – 9:50 AM Private Appointment	9:00 AM – 12:00 PM Office & Internal Staff Meetings	10:30 AM – 12:00 PM Planning & Development Directors Monthly Meeting	9:00 AM – 10:00 AM Bi-Weekly Check-In w/ Mayor Wheeler's Office
10:00 AM – 11:00 AM Commissioner Briefings w/ Commissioner Gambetti & Stoudamire Wesley	10:00 AM – 11:00 AM Internal Staff Meeting	12:00 PM – 1:30 PM Portland Business Alliance Board Meeting	1:00 PM – 2:30 PM Office & Internal Staff Meetings	10:00 AM – 10:15 AM Telephone Call w/ Mark Falcone
11:00 AM – 11:30 AM Internal Staff Meeting	1:00 PM – 4:30 PM Office & Internal Staff Meetings	1:30 PM – 3:00 PM Office & Internal Staff Meetings	2:30 PM – 2:55 PM Telephone Call w/ Ashley Henry	10:15 AM – 11:30 AM Office & Internal Staff Meeting
11:30 AM – 1:00 PM Economic Relief & Stimulus Coordinating Council	4:30 PM – 5:00 PM Meeting w/ Bobby Lee	3:00 PM – 5:00 PM Board of Commissioners Meeting Zoom	3:30 PM – 5:30 PM Office & Internal Staff Meetings	11:30 AM – 12:00 PM Meeting w/ Multnomah Commissioner Jayapal
1:00 PM – 2:00 PM Commissioner Briefing w/ Commissioner Platt				1:00 PM – 1:30 PM Monthly Meeting w/ Commissioner Mapps
2:00 PM – 5:00 PM Office & Internal Staff Meetings				1:30 PM – 2:00 PM Internal Staff Meeting
				2:00 PM – 2:45 PM Meeting w/ Commissioner Ryan
				3:00 PM – 3:45 PM Monthly Meeting w/ Commissioner Ryan
				3:45 PM – 4:00 PM Kimberly Branam and Flock Event Design
				4:00 PM – 5:00PM Office