

**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 July 12 – July 16, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:00 AM Internal Staff Meeting	7:00 AM – 9:00 AM Office	8:00 AM – 9:00 AM Office & Internal Staff Meetings	8:00 AM – 11:30 AM Internal Staff Meetings	8:00 AM – 5:00 PM Office & Internal Staff Meeting
9:00 AM – 10:00 AM Commissioner Briefing w/ Chair Cruz & Commissioner Stoudamire Wesley	9:00 AM – 10:00 AM Meeting: American Rescue Plan Act	11:15 AM – 12:00 PM Meeting: Broadway Corridor Community Benefits	1:30 PM – 3:00 PM Internal Staff Meetings	8:45 AM – 9:45 AM Private Appointment
10:00 AM – 12:00 PM Office	10:00 AM – 11:00 AM Internal Staff Meeting	1:00 PM – 3:00 PM Office & Internal Staff Meetings	3:00 PM – 4:00 PM Monthly Meeting w/ Portland Housing Bureau	
12:00 PM – 1:00 PM Commissioner Briefing w/ Commissioner Platt	11:00 AM – 12:00 PM Economic Relief & Stimulus Coordination Council	3:00 PM – 5:00 PM Board of Commissioners Meeting	4:00 PM – 5:00 PM Office	
1:00 PM – 1:30 PM Internal Staff Meeting	1:00 PM – 2:00 PM Bi-Weekly Check-In w/ Mayor Wheeler's Office			
1:30 PM – 2:00 PM Meeting w/ Tom Rinehart & Ruth Levine	2:00 PM – 4:00 PM Office & Internal Staff Meetings			
2:00 PM – 2:30 PM Office	4:00 PM – 4:30 PM Directors Bi-Weekly Check-in			
2:30 PM – 3:00 PM Telephone Call w/ Commissioner Gambetti				
3:00 PM – 5:00 PM Office				

Week July 19 – July 23, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 5:00 PM Office & Internal Staff Meetings	8:00 AM – 11:30 AM Office & Internal Staff Meetings	8:00 AM – 10:00 AM Greater Portland Inc., Board Meeting	8:30 AM – 11:15 AM Office & Internal Staff Meetings	8:00 AM – 10:00 AM Internal Staff Meetings
	12:45 PM – 1:45 PM Private Appointment	10:00 AM – 2:30 PM Office & Internal Staff Meetings	11:15 AM – 12:00 PM Greater Portland Economic Development District Executive Committee	10:00 AM – 1:00 PM Personal
	2:30 PM – 3:00 PM Monthly Meeting w/ Commissioner Rubio	2:30 PM – 4:00 PM Private Appointment	12:30 PM – 2:30 PM Internal Staff Meetings	1:00 PM – 5:00 PM Office & Internal Staff Meetings
	3:00 PM – 4:00 PM Office	5:30 PM – 7:30 PM Meeting: Williams & Russel Project Working Group	3:00 PM – 5:00 PM Planning & Development Meeting	
	4:00 PM – 4:30 PM Directors Bi- Weekly Check-in			