

**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 August 30 – September 3, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
		Vacation	Vacation	Vacation

Week September 6 – September 10, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	<p align="center">8:00 AM – 8:30 AM Telephone Call w/ Margi Bradway</p> <p align="center">8:30 AM – 10:00 AM Office & Internal Staff Meeting</p> <p align="center">10:00 AM – 11:00 AM Meeting w/ Various Bureau Directors</p> <p align="center">11:00 AM – 12:00 PM Internal Staff Meeting</p> <p align="center">12:00 PM – 12:30 PM Meeting w/ Shannon Callahan</p> <p align="center">1:00 PM – 2:00 PM Bi-Weekly Check-In w/ Mayor Wheeler’s Office</p> <p align="center">2:00 PM – 4:00 PM Internal Staff Meetings</p> <p align="center">4:00 PM – 4:30 PM Directors Bi-Weekly Check-in</p> <p align="center">4:30 PM – 5:00 PM Office</p>	<p align="center">8:00 AM – 12:00 PM Office & Internal Staff Meetings</p> <p align="center">12:00 PM – 1:30 PM Meeting w/ Tom Rinehart</p> <p align="center">1:30 PM – 4:30 PM Internal Staff Meetings</p>	<p align="center">9:00 AM – 10:30 AM Internal Staff Meeting</p> <p align="center">10:30 AM – 3:30 PM Out of Office</p> <p align="center">4:00 PM – 4:30 PM Directors Bi-Weekly Check-in</p> <p align="center">4:30 PM – 5:00 PM Office</p>	<p align="center">8:00 AM – 8:30 AM Internal Staff Meetings</p> <p align="center">9:00 AM – 10:00 AM Private Appointment</p> <p align="center">10:00 AM – 11:00 AM Internal Staff Meetings</p> <p align="center">11:00 AM – 12:00 PM Meeting: Healthy Communities Coalition</p> <p align="center">1:00 PM – 1:30 PM Monthly Meeting w/ Commissioner Mapps</p> <p align="center">1:30 PM – 2:00 PM Telephone Call w/ Ashley Henry</p> <p align="center">2:00 PM – 5:00 PM Office & Internal Staff Meeting</p>