

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 December 13 – December 17, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 AM – 9:30 AM MEET: Business Success and Job Creation Action Table</p> <p>9:30 AM – 10:00 AM Board of Commissioner Briefing w/ Chair Cruz & Commissioner Gambetti</p> <p>10:00 AM – 10:30 AM Board of Commissioner Briefing w/ Commissioner Stoudamire Wesley</p> <p>10:30 AM – 11:00 AM Board of Commissioner Briefing w/ Commissioner Myers</p> <p>11:00 AM – 1:00 PM Office & Internal Staff Meeting</p> <p>1:00 PM – 1:30 PM Board of Commissioner Briefing w/ Commissioner Platt</p> <p>1:30 PM – 5:00 PM Office & Internal Staff Meetings</p>	<p>8:30 AM – 11:30 AM Office & Internal Staff Meetings</p> <p>11:30 AM – 12:00 PM Quarterly Check-in w/ Bureau Directors Callahan, Durbin & Esau</p> <p>1:00 PM – 1:30 PM Internal Staff Meeting</p> <p>1:30 PM – 2:00 PM Bi-Weekly Check-In w/ Mayor Wheeler's Office</p> <p>2:00 PM – 5:00 PM Office & Internal Staff Meeting</p>	<p>8:00 AM – 9:00 AM Greater Portland Inc., Monthly Board Meeting</p> <p>9:00 AM – 10:30 AM Internal Staff Meetings</p> <p>10:30 AM – 11:00 AM Telephone Call w/ Mr. Suh</p> <p>11:00 AM – 11:30 AM Telephone Call w/ Seraphie Allen</p> <p>Telephone Call w/ Andrew McGough</p> <p>11:30 AM – 3:00 PM Office & Internal Staff Meeting</p> <p>3:00 PM – 5:00 PM Board of Commissioners Meeting</p>	<p>8:30 AM – 2:30 PM Office & Internal Staff Meetings</p> <p>2:30 PM – 3:00 PM Meeting w/ Karie Burch & Nicole Stratton</p> <p>3:00 PM – 4:00 PM Monthly Check-In w/ Portland Housing Bureau</p> <p>4:00 PM – 4:30 PM Office</p> <p>4:30 PM – 5:00 PM Telephone Call w/ Michael Montoya</p>	<p>6:30 AM – 9:30 AM Office</p> <p>9:30 AM – 10:30 AM Bi-Monthly Meeting w/ Mayor Wheeler</p> <p>10:30 AM – 11:00 AM Office</p> <p>11:00 AM – 11:30 AM Monthly Check-In w/ Shannon Callahan</p> <p>11:30 AM – 3:00 PM Office</p> <p>3:00 PM – 3:30 PM Monthly Check-In w/ Tom Rinehart</p> <p>3:30 PM – 4:30 PM Telephone Call w/ Michi Slick</p> <p>4:30 PM – 5:00 PM Office</p>

Week December 20 – December 24, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 AM – 9:30 AM Office</p> <p>9:30 AM – 10:00 AM Quarterly Check-In w/ Shoshanah Oppenheim</p> <p>10:00 AM – 10:30 AM Office</p> <p>10:30 AM – 10:45 AM Telephone Call w/ Leah Horner</p> <p>10:45 AM – 11:45 AM Office</p> <p>12:00 PM – 1:00 PM Recording of Skanner Message @ Open Signal</p> <p>1:30 PM – 5:00 PM Office</p>	<p>Vacation</p>	<p>Vacation</p>	<p>Vacation</p>	<p>Offices Closed</p>

