

**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 November 1 – November 5, 2021**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9:00 AM – 10:00 AM Monthly Check-In w/ Commissioner Hardesty	8:00 AM – 9:30 AM Office	8:00 AM – 9:00 AM Office	9:00 AM – 12:00 PM Internal Staff Meetings	8:00 AM – 10:00 AM Office & Internal Staff Meetings
10:00 AM – 11:00 AM Meeting w/ Portland Housing Bureau	10:00 AM – 11:00 AM Meeting to Discuss Greater Portland Inc. & Greater Portland Economic Development District	9:00 AM – 10:00 AM Quarterly Meeting w/ Portland Parks & Recreation	12:00 PM – 1:00 PM Bureau Directors Monthly Meeting	10:00 AM – 12:00 PM Economic Recovery Task Force
11:00 AM – 11:30 AM Meeting w/ SRG	11:30 AM – 12:00 AM Office	10:00 AM – 4:00 PM Office & Internal Staff Meetings	1:00 PM – 2:00 PM Office & Internal Staff Meeting	12:00 PM – 12:30 PM Internal Staff Meeting
11:30 AM – 12:00 PM Internal Staff Meeting	12:00 PM – 1:00 PM Office & Internal Staff Meeting	4:00 PM – 5:30 PM Attend (Virtually): Comprehensive Economic Development Strategy Public Release Event	2:00 PM – 4:30 PM City Council Work Session	1:00 PM – 2:00 PM Private Appointment
12:00 PM – 12:30 PM Meeting w/ John Mohlis	1:00 PM – 2:00 PM Bi-Weekly Check-In w/ Mayor Ted Wheeler's Office			2:00 PM – 2:30 PM Meeting w/ Commissioner Gambetti
12:30 PM – 1:00 PM Internal Staff Meeting	2:30 PM – 4:30 PM Office & Internal Staff Meetings			2:30 PM – 5:00 PM Office
1:00 PM – 3:00 PM All-Staff Disability Justice Training	4:30 PM – 5:00 PM Monthly Check-In w/ Chair Cruz			6:30 PM – 8:30 PM Attend (Virtually): Native American Youth & Family Center Gala
3:00 PM – 4:15 PM Office				
4:15 PM – 5:00 PM Telephone Call w/ Fred Blackwell				

**Week November 8 – November 12, 2021**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 AM – 9:00 AM Office	8:30 AM – 12:00 AM Office & Internal Staff Meeting	8:00 AM – 8:15 AM Telephone Call w/ Sam Adams	Holiday	8:00 AM – 11:30 AM Office & Internal Staff Meetings
9:00 AM – 9:30 AM Commissioner Briefing w/ Chair Cruz & Myers	12:15 PM – 12:45 PM Interview with KOIN	8:15 AM – 8:30 AM Telephone Call w/ Seraphie Allen		11:30 AM – 12:00 PM Monthly Meeting w/ Commissioner Mapps
9:30 AM – 10:00 AM Internal Meeting	1:30 PM – 2:00 PM Meeting w/ Ruth Levine	8:30 AM – 12:00 PM Office & Internal Staff Meetings		12:00 PM – 1:45 PM Office & Internal Staff Meetings
10:00 AM – 10:30 AM Meeting w/ Michelle Kirby	2:00 PM – 3:30 PM Internal Staff Meeting	12:00 PM – 1:30 PM Portland Business Alliance Board Meeting		1:45 PM – 2:00 PM Telephone Call w/ Karanja Crews
10:30 AM – 11:00 AM Meeting w/ Ed Feser	3:30 PM – 4:00 PM Telephone Call w/ Candace Avalos	1:30 PM – 2:00 PM Office		2:00 PM – 3:00 PM Monthly Meeting w/ Commissioner Ryan
11:00 AM – 11:25 AM Telephone Call w/ Ashley Henry	4:00 PM – 4:30 PM Directors Bi-Weekly Check-in	2:00 PM – 4:00 PM City Council		4:00 PM – 5:00 PM Office
11:25 AM – 12:00 PM Office	4:30 PM – 5:00 PM Office	3:00 PM – 5:00 PM Board of Commissioners Meeting		
12:00 PM – 12:30 PM Commissioner Briefing w/ Commissioner Gambetti				
12:30 PM – 2:30 PM Office				
2:30 PM – 3:00 PM Commissioner Briefing w/ Commissioner Platt				
3:00 PM – 5:00 PM Office				

