

**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 15 – November 19, 2021**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 8:30 AM Internal Staff Meeting	8:00 AM – 8:30 AM Telephone Call w/ Chair Cruz	7:45 AM – 8:15 AM Internal Staff Meeting	8:00 AM – 8:30 AM Monthly Check-In w/ Tom Rinehart	8:45 AM – 9:45 AM Internal Staff Meeting
8:30 AM – 9:30 AM MEET: Business Success and Job Creation Action	8:30 AM – 1:00 PM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Greater Portland Inc. Board Meeting	8:30 AM – 3:00 PM Office & Internal Staff Meetings	9:45 AM – 10:00 AM Telephone Call w/ Karanja Crews
9:30 AM – 12:00 PM Office	1:00 PM – 2:00 PM Bi-Weekly Check-In w/ Mayor Wheeler’s Office	9:00 AM – 2:00 PM Office & Internal Staff Meetings	3:00 PM – 4:00 PM Monthly Meeting w/ Portland Housing Bureau	10:00 AM – 10:30 AM Monthly Check-In w/ Shannon Callahan
12:00 PM – 1:00 PM Meeting w/ Related & Melvin Mark	2:00 PM – 4:30 PM Office & Internal Staff Meeting	2:00 PM – 4:00 PM City Council	4:00 PM – 4:50 PM Tribal Nations Summit	10:30 AM – 11:00 AM Monthly Meeting w/ Commissioner Rubio
1:00 PM – 2:30 PM Staff Disability Justice Training	4:30 PM – 5:00 PM Telephone Call w/ Alan Hipolito	4:00 PM – 5:00 PM Office		11:30 AM – 2:00 PM Private Appointment
3:00 PM – 4:00 PM Private Appointment		5:00 PM – 8:00 PM Portland Business Alliance Leadership Evening		2:00 PM – 5:00 PM Office
4:30 PM – 5:00 PM Office				

**Week November 22 – November 26, 2021**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 10:00 AM Office & Internal Staff Meetings	8:00 AM – 8:30 AM Telephone Call w/ Tom Rinehart	8:30 AM – 12:00 PM Office & Internal Staff Meetings	Holiday	Offices Closed
10:00 AM – 11:00 AM Bi-Monthly Meeting w/ Mayor Wheeler	8:30 AM – 11:45 AM Office & Internal Staff Meetings	12:00 PM – 5:00 PM Out of Office		
11:00 AM – 2:30 PM Office & Internal Staff Meetings	11:45 AM – 5:00 PM Out of Office			
2:30 PM – 3:30 PM Private Appointment				
3:30 PM – 5:00 PM Office				

