

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 October 25 – October 29, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 10:00 AM MEET: Business Success and Job Creation Action Table	8:00 AM – 11:00 AM Meeting Regarding Community Workforce Agreement w/ Stakeholders	8:00 AM – 8:30 AM Internal Staff Meeting	6:00 AM – 9:00 AM Office	8:30 AM – 12:00 PM Office & Internal Staff meetings
9:00 AM – 9:30 AM Monthly Check-In w/ Tom Rinehart	11:00 AM – 3:00 PM Office & Internal Staff Meeting	8:30 AM – 10:00 AM PSU 16th Annual CRE Conference / The Other Side of Covid-19: Moving from Crisis to Opportunity	9:00 AM – 10:30 AM Speak: Kidder Mathews	12:00 PM – 1:00 PM Attend: Mayor Wheeler Shop Local Holiday Kick-Off
10:00 AM – 12:15 PM Internal Staff Meetings	3:00 PM – 4:00 PM Meeting w/ Andrew Hoan	10:00 AM – 2:30 PM Office & Internal Staff Meetings	10:30 AM – 11:00 AM Internal Staff Meeting	1:00 PM – 2:30 PM Office & Internal Staff Meetings
12:15 PM – 12:30 PM Telephone Call w/ Andrea Durbin	4:00 PM – 5:00 PM Office	2:30 PM – 3:30 PM Monthly Check-In w/ Bureau of Planning & Sustainability	11:00 AM – 12:00 PM Private Appointment	2:30 PM – 3:00 PM Telephone Call w/ Commissioner Gambetti
12:30 PM – 1:30 PM Office & Internal Staff meeting	5:00 PM – 7:00 PM North/Northeast Action Plan Leadership Committee Meeting	3:30 PM – 4:00 PM Internal Staff Meeting	12:00 PM – 1:00 PM Office	3:30 PM – 5:00PM Office
1:30 PM – 1:45 PM Telephone Call w/ Kristin Dennis, Lynn Peterson, & Curtis Robinhold		3:30 PM – 4:30 PM Bi-Weekly Meeting w/ Mayor Wheeler’s Office	1:00 PM – 1:45 PM Meeting w/ Metro & Port of Portland	
1:30 PM – 3:00 PM Internal Staff Meeting		4:30 PM – 5:00 PM Board of Commissioners Meeting	2:00 PM – 3:00 PM Clean Industry Hub Stakeholder Meeting with Bureau of Planning Sustainability	
3:00 PM – 3:15 PM Telephone Call w/ Camille Trummer			3:00 PM – 4:00 PM Internal Staff Meetings	
3:15 PM – 4:00 PM Office			4:00 PM – 4:30 PM Directors Bi-Weekly Check-in	
4:00 PM – 5:00 PM Monthly Check-in w/ Portland Housing Bureau			4:20 PM – 4:30 PM Telephone Call w/ Ashley Henry	
			4:30 PM – 6:30 PM Hispanic Heritage Celebration	