

**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 January 17– January 21, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	8:30 AM – 11:00 AM Internal Staff Meetings 11:00 AM – 11:30 AM Meeting w/ Michael Montoya & Dasheeda Dawson 11:35 AM – 4:30 PM Office & Internal Staff Meetings 4:30 PM – 5:00 PM Telephone Call w/ Sam Desues	8:30 AM – 12:00 AM Office & Internal Staff Meetings 12:00 PM – 3:00 PM Portland Business Alliance Board Retreat 3:00 PM – 3:30 PM Monthly Check-In w/ Tom Rinehart 6:00 PM – 7:30 PM Dinner meeting w/ Andrew Fitzpatrick and Sam Adams	8:30 AM – 2:30 PM Office & Internal Staff Meetings 2:30 PM – 3:00 PM Monthly Check-In w/ Shannon Callahan 3:00 PM – 4:00 PM Monthly Check-In w/ Portland Housing Bureau 4:00 PM – 4:30 PM Directors Bi- Weekly Check-In 4:30 PM – 5:00 PM Telephone Call w/ Derek Bradley	8:00 AM – 8:25 AM Telephone Call w/ Shoshanah Oppenheim 9:00 AM – 10:00 AM Bi-Monthly Meeting w/ Mayor Wheeler 10:00 AM – 11:00 AM Office 11:00 AM – 11:30 AM Monthly Meeting w/ Commissioner Rubio 11:30 AM – 1:00 PM Office 2:00 PM – 3:00 PM Private Appointment 3:00 PM – 5:00 PM Office

Week January 24 – January 31, 2022

Monday	Tuesday	Wednesday	Thursday	Friday/Monday
8:00 AM – 1:00 PM Office & Internal Staff Meetings 1:00 PM – 5:00 PM Board of Commissioners Budget Work Session	8:30 AM – 3:00 PM Office & Internal Staff Meetings 3:00 PM – 4:00 PM Quarterly Meeting w/ Portland Parks & Recreation 4:00 PM – 4:30 PM Directors Bi- Weekly Check-In Zoom 4:30 PM – 5:15 PM Meeting w/ Latino Network	8:30 AM – 1:30 PM Office & Internal Staff Meetings 1:30 PM – 2:30 PM Telephone Call w/ Julia Thompson 2:30 PM – 4:30 PM Internal Staff Meetings 4:30 PM – 5:00 PM Telephone Call w/ Tessa Johnson-Verburg	8:30 AM – 9:00 AM Internal Staff Meeting 9:00 AM – 10:00 AM Private Appointment 10:00 AM – 12:00 PM Internal Staff Meetings 12:00 PM -1:00 PM Lunch w/ Shanna Brownstein 1:45 PM – 4:00 PM Internal Staff Meetings 4:00 PM – 4:30 PM Directors Bi- Weekly Check-In 4:30 PM – 5:00 PM Internal Staff Meeting	8:30 AM – 10:00 AM Internal Staff Meetings 10:15 – 12:15 PM Portland Business Alliance Retreat 12:15 PM – 1:15 PM Portland Business Alliance Forum 1:30 PM – 5:00 PM Office <hr/> Monday 8:30 AM – 9:30 AM Business Success and Job Creation Action Table 9:30 AM – 5:00 PM Office & Internal Staff Meetings