

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 March 1 – March 4, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
	8:30 AM – 11:00 AM Internal Staff Meetings 11:00 AM – 12:00 PM Monthly Meeting w/ Bureau of Planning & Sustainability 12:00 PM – 1:00 PM Office 1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office 2:00 PM – 2:30 PM Check-In w/ Chair Cruz 2:30 PM – 3:00 PM Office & Internal Staff Meeting 4:00 PM – 4:30 PM Directors Bi-Weekly Check-In 4:30 PM – 5:00 PM Office	8:00 AM – 12:00 PM Office & Internal Staff Meetings 12:00 PM – 12:45 PM Meeting w/ Various Bureau Directors 1:00 PM – 2:00 PM Private Appointment 2:00 PM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 11:30 AM Internal Staff Meetings 11:30 AM – 12:30 PM Bureau Directors Monthly Meeting 12:30 PM – 1:30 PM Office & Internal Staff Meeting 1:30 PM – 2:30 PM Meeting w/ Greater Portland Inc. 2:30 PM – 5:00 PM Office & Internal Staff Meetings	8:00 AM – 8:30 AM Meeting w/ Office of Management & Finance 8:30 AM – 10:30 AM Office & Internal Staff Meetings 10:30 AM – 11:00 AM Meeting w/ Portland Housing Bureau 11:00 AM – 11:30 AM Internal Staff Meeting 2:00 PM – 3:00 PM Private Appointment 4:00 PM – 4:30 PM Telephone Call w/ Raihana Ansary 4:30 PM – 5:00 PM Internal Staff Meeting

Week March 7 – March 11, 2021

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 8:30 AM Office & Internal Staff Meeting 9:00 AM – 9:30 AM Commissioner Briefing w/ Chair Cruz & Commissioner Myers 9:30 AM – 12:30 PM Office & Internal Staff Meeting 12:30 PM – 1:00 PM Commissioner Briefing w/ Commissioner Platt & Stoudamire Wesley 1:00 PM – 4:00 PM Office & Internal Staff Meetings 4:00 PM – 4:30 PM Meeting w/ Paul Lumley & Oscar Arana 4:30 PM – 5:00 PM Telephone Call w/ Ashley Henry	8:00 AM – 11:30 AM Office & Internal Staff Meetings 11:30 AM – 12:00 PM Meeting w/ Directors Callahan, Durbin, & Esau 12:00 PM – 1:00 PM Office 1:00 PM – 2:00 PM Meeting w/ Second Muse 1:30 PM – 4:00 PM Office & Internal Staff Meetings 4:00 PM – 4:30 PM Directors Bi-Weekly Check-In 4:30 PM – 5:00 PM Office	7:30 AM – 8:45 AM Breakfast Meeting w/ Tom Rinehart 9:00 AM – 12:00 PM Internal Staff Meetings 12:00 PM – 1:30 PM Portland Business Alliance Board Meeting 1:30 PM – 3:00 PM Office 3:00 PM – 5:00 PM Board of Commissioners Meeting	8:00 AM – 11:00 AM Office & Internal Staff Meetings 11:00 AM – 12:00 PM Economic Stabilization Work Session Preparation w/ Various City Bureaus & Agencies 12:30 PM – 1:00 PM Internal Staff Meeting 1:00 PM – 1:30 PM Weekly Check-In w/ Mayor Wheeler's Office 1:30 PM – 2:00 PM Internal Staff Meeting 2:00 PM – 3:00 PM Monthly Check-In w/ Portland Housing Bureau 3:00 PM – 3:30 PM Monthly Check-In w/ Director's Callahan, Durban & Esau 3:30 PM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 10:00 AM Meeting w/ Community Chamber Coalition of Oregon 10:00 AM – 10:30 AM Quarterly Check-In w/ Commissioner Rubio 10:30 AM – 11:30 AM Meeting w/ Office of Management & Finance & Portland Housing Bureau 12:00 PM – 1:00 PM Lunch Meeting w/ Mayor Wheeler 1:30 PM – 2:30 PM Meeting w/ Healthy Communities Coalition 2:30 PM – 4:00 PM Office & Internal Staff Meetings 4:00 PM – 5:00 PM Meeting w/ Mayor Wheeler, Commissioner Ryan & Portland Housing Bureau