

**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, some meetings were held virtually during this time.**

Week of April 11 – April 15, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
Attend: Greater Portland Inc., Best Practice Trip	Attend: Greater Portland Inc., Best Practice Trip	Attend: Greater Portland Inc., Best Practice Trip	8:30 AM – 1:30 PM Office & Internal Staff Meetings 1:30 PM – 2:00 PM Meeting w/ Mayor Wheeler’s Office 2:00 PM – 2:30 PM Internal Staff Meeting 2:30 PM – 3:45 PM Office 3:45 PM – 5:00 PM Out of Office	8:00 AM – 11:00 AM Office & Internal Staff Meetings 11:00 AM – 12:00 AM Weekly Check-In w/ Mayor Wheeler’s Office 12:00 PM – 5:00 PM Office & Internal Staff Meetings

Week April 18 – April 22, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 8:30 AM Office 9:00 AM – 9:30 AM Commissioner Briefing w/ Chair Cruz & Commissioner Myers 9:30 AM – 12:30 AM Office & Internal Staff Meetings 12:30 PM – 1:00 PM Commissioner Briefing w/ Commissioner Platt & Stoudamire Wesley 1:00 PM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 9:00 AM Office 9:00 AM – 10:00 AM Meeting w/ RW Ventures 10:00 AM – 1:00 PM Office & Internal Staff Meetings 1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Ted Wheeler’s office 2:00 PM – 5:00 PM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Greater Portland Inc., Monthly Board Meeting 9:00 AM – 3:00 PM Office & Internal Staff Meetings 3:00 PM – 5:00 PM Board of Commissioners Meeting	8:00 AM – 2:30 PM Office & Internal Staff Meetings 3:00 PM – 4:00 PM Monthly Meeting w/ Portland Housing Bureau 4:00 PM – 8:00 PM Portland Business Alliance Board of Directors Dinner	8:00 AM – 5:00 PM Office & Internal Staff Meetings 3:30 PM-4:00 PM Meeting w/ Japan External Trade Organization