

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.**

Week of May 30 – June 3, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
		6:00 AM – 9:00 AM Desk Time 9:00 AM – 10:30 AM Office & Internal Staff Meetings 10:30 AM – 11:30 AM City Council 11:30 AM – 2:00 PM Office & Internal Staff Meetings 2:00 PM – 3:00 PM Attend: Value of Jobs Coalition + Sports Economy 3:00 PM – 5:00 PM Internal Staff Meetings	7:30 AM – 8:30 AM Meeting w/ Mike Jordan 8:30 AM – 11:45 AM Internal Staff Meetings 11:45 AM – 12:00 PM Telephone Calls w/ Shannon Callahan & Chris Warner 1:30 PM – 2:00 PM Meeting w/ RW Ventures 2:00 PM – 4:00 PM Internal Staff Meetings 4:00 PM – 4:30 PM Directors Bi-Weekly Check-In 4:30 PM – 5:00 PM Monthly Check-In w/ Chair Cruz 5:00 PM – 5:15 PM Internal Staff Meeting	8:30 AM – 10:30 AM Internal Staff Meetings 10:30 AM – 11:00 AM Private Appointment 1:00 PM – 2:00 PM Internal Staff Meeting 2:00 PM – 3:00 PM Meeting w/ David Douglas School District 3:00 PM – 4:00 PM Private Appointment 4:00 PM – 6:00 PM Attend: Portland Means Progress Networking Event

Week June 6 – June 10, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:00 AM Commissioner Briefing w/ Chair Cruz & Commissioner Myers 9:30 AM – 11:00 AM Inclusive Economic Development Strategy Leadership Roundtable 11:30 AM – 12:00 PM Internal Staff Meeting 12:00 PM – 12:30 PM Commissioner Briefing w/ Commissioner Stoudamire Wesley & Platt 12:30 PM – 1:00 PM Commissioner Briefing w/ Commissioner Rodriguez 1:00 PM – 1:30 PM Monthly Check-In w/ Commissioner Hardesty 1:30 PM – 2:00 PM Commissioner Briefing w/ Commissioner Rodriguez 2:00 PM – 3:00 PM Internal Staff Meeting 3:00 PM – 3:30 PM Monthly Check-In w/ Office Management & Finance and City Budget Office 3:30 PM – 5:00 PM Internal Staff Meeting	6:00 AM – 12:00 PM Office & Internal Staff Meetings 12:00 PM – 1:00 PM Meeting w/ Bob Weissbourd 1:00 PM – 2:00 PM Internal Staff Meeting 2:00 PM – 2:30 PM Weekly Check-In w/ Mayor Wheeler’s 2:30 PM – 3:00 PM Desk Time 3:00 PM – 5:00 PM Board of Commissioners Meeting	Vacation	Vacation	Vacation