

**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 September 1 – September 2, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
			<p align="center">8:30 AM – 10:00 AM Office & Internal Staff Meetings</p> <p align="center">10:00 AM – 11:00 AM Meeting w/ Chris I. J. Fobes</p> <p align="center">11:00 AM – 11:30 AM Desk Time</p> <p align="center">11:30 AM – 1:00 PM Bureau Directors Monthly Meeting</p> <p align="center">1:00 PM – 3:30 PM Desk Time</p>	<p align="center">8:30 AM – 5:00 PM Desk Time</p>

Week September 5 – September 9, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	<p align="center">8:30 AM – 1:00 PM Office & Internal Staff Meetings</p> <p align="center">1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler’s Office</p> <p align="center">2:00 PM – 3:00 PM Internal Staff Meetings</p> <p align="center">3:00 PM – 4:00 PM Monthly Meeting w/ Office Management Finance & City Budget Office</p> <p align="center">4:00 PM – 5:00 PM Meeting w/ Various City Bureaus</p> <p align="center">6:00 PM – 8:30 PM Attend: Dinner w/ Small Business Administration & International Trade Partners</p>	<p align="center">7:00 AM – 2:00 PM Office & Internal Staff Meetings</p> <p align="center">2:00 PM – 3:00 PM Meeting w/ Portland Business Association</p> <p align="center">3:00 PM – 3:30 PM Meeting w/ Chris I. J. Fobes</p> <p align="center">3:30 PM – 5:00 PM Desk Time</p>	<p align="center">8:00 AM – 10:30 AM Office & Internal Staff Meetings</p> <p align="center">10:30 AM – 12:00 PM Planning & Development Directors Monthly Meeting</p> <p align="center">12:00 PM – 4:00 PM Desk Time</p> <p align="center">4:00 PM – 4:30 PM Directors Bi-Weekly Check-in</p> <p align="center">4:30 PM – 5:00 PM Meeting w/ Gustavo Cruz</p>	<p align="center">8:30 AM – 9:30AM Meeting w/ Chris I. J. Fobes</p> <p align="center">9:30 AM – 12:00 PM Meeting with Chris Fobes and David Anderson</p> <p align="center">1:00 PM – 3:00 PM Desk Time</p>