

**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 November 14 – November 18, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:00 AM – 9:30 AM Desk Time</p> <p>9:30 AM – 11:30 AM Private Appointment</p> <p>11:30 AM – 5:00 PM Office & Internal Staff Meetings</p>	<p>8:00 AM – 10:00 AM Internal Staff Meetings</p> <p>10:00 AM – 11:30 AM Department of County Human Services Community Partners Meet & Greet</p> <p>11:30 AM – 1:00 PM Desk Time</p> <p>1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler’s Office</p> <p>2:00 PM – 2:30 PM Desk Time</p> <p>2:30 PM – 4:00 PM Greater Portland Economic Development Board Meeting</p> <p>4:00 PM – 4:30 PM Directors Bi-Weekly Check-In</p> <p>4:30 PM – 5:00 PM Meeting w/ Commissioner Rodriguez</p>	<p>8:00 AM – 9:00 AM Greater Portland Inc., Board Meeting</p> <p>9:00 AM – 11:00 AM Travel & Portland City Council</p> <p>11:00 AM – 3:00 PM Office & Internal Staff Meetings</p> <p>3:00 PM – 4:30 PM Inclusive Economic Development Strategy Leadership Roundtable</p> <p>5:00 PM – 8:00 PM Attend: Portland Business Alliance Leadership Evening</p>	<p>8:00 AM – 11:30 AM Office & Internal Staff Meetings</p> <p>11:30 AM – 2:30 PM Out of Office</p> <p>3:00 PM – 4:00 PM Monthly Check-In w/ Portland Housing Bureau</p> <p>4:00 PM – 4:45 PM Internal Staff Meeting</p>	<p>8:30 AM – 9:00 AM Internal Staff Meeting</p> <p>9:30 AM – 10:30 AM Breakfast Meeting w/ Commissioner Stoudamire Wesley</p> <p>11:00 AM – 11:30 AM Check-In w/ Commissioner Rubio</p> <p>11:45 AM – 12:15 PM Telephone Call w/ Jonathan Cohen</p> <p>12:15 PM - 1:45 PM Desk Time</p> <p>1:45 PM – 3:00 PM Private Appointment</p> <p>3:00 PM – 5:00 PM Office</p> <p>5:30 PM – 9:30 PM Attend: TASTE for Equity Event</p>

Week November 21 – November 25, 2022

Monday	Tuesday	Wednesday	Thursday	Friday/Monday
<p>8:00 AM – 9:30 AM Private Appointment</p> <p>9:30 AM – 5:00 PM Office & Internal Staff Meetings</p>	<p>8:30 AM – 9:00 AM Internal Staff Meeting</p> <p>9:30 AM – 10:00 AM Private Appointment</p> <p>10:00 AM – 2:30 PM Office & Internal Staff Meeting</p> <p>2:30 PM – 3:30 PM Private Appointment</p> <p>3:30 PM – 5:00 PM Desk Time</p>	<p>8:30 AM – 9:30 AM Breakfast Meeting w/ Chair Cruz</p> <p>Vacation</p>	<p>Holiday</p>	<p>Holiday</p>