

**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 the nature of a hybrid schedule, some meetings were held virtually.**

Week of October 3 – October 7, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
9:15 AM – 10:30 AM Office	8:30 AM – 10:00 AM Office & Internal Staff Meetings	8:00 AM – 10:30 AM Internal Staff Meetings	8:30 AM – 9:00 AM Internal Staff Meeting	8:30 AM – 9:30 AM Desk Time
10:30 AM – 11:00 AM Telephone Call w/ Jessie Burke	10:00 AM – 11:00 AM Staff Training	10:00 AM – 11:00 AM Meeting w/ Portland Housing Bureau	9:00 AM – 10:00 AM Meeting w/ Healthy Communities Coalition	9:30 AM – 10:30 AM Weekly Check-In w/ Mayor Wheeler's Office
11:00 AM – 1:00 PM Office & Internal Staff Meetings	11:00 AM – 12:00 PM Greater Portland Inc. Executive Committee Meeting	11:00 AM – 11:30 AM Desk Time	10:00 AM – 11:00 AM Desk Time	10:30 AM – 11:00 AM Monthly check-In w/ Commissioner Mapps
1:00 PM – 1:30 PM Quarterly Meeting w/ Commissioner Hardesty	12:00 PM – 1:00 PM Lunch Meeting w/ Gregg Goodman	11:30 AM – 1:00 PM Meeting w/ RW Ventures	11:00 AM – 11:20 AM Attend: Denmark City Council Presentation	11:00 AM – 4:00 PM Office & Internal Staff Meetings
1:30 PM – 2:00 PM Telephone Call w/ Bob Weissbourd	1:00 PM – 2:00 PM Desk Time	12:00 PM – 1:00 PM Lunch Meeting w/ Various Staff Mayor Wheeler's Office & Portland Business Leaders	11:20 AM – 1:00 PM Desk Time	
2:00 PM – 3:00 PM Office & Internal Staff Meeting	2:00 PM – 3:00 PM Meeting w/ Chair Cruz & Commissioner Rodriguez	1:00 PM – 4:30 PM Office & Internal Staff Meetings	1:00 PM – 2:00 PM Meeting w/ Ashley Bakelmun	
3:30 PM – 4:30 PM Meeting w/ Sam Adams	3:00 PM – 3:30 PM Monthly Check-In w/ Chair Cruz	5:30 PM – 7:30 PM Attend: Pitch Latinx	2:00 PM – 4:00 PM Office & Internal Staff Meetings	
5:00 PM – 7:00 PM Gathering & Celebration w/ Cully Partners	3:30 PM – 4:00 PM Desk Time		4:00 PM – 4:30 PM Directors Bi-Weekly Weekly Check-In	
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Week October 10 – October 14, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:00 AM Commissioner Briefing w/ Commissioner Rodriguez	8:00 AM – 9:00 AM Desk Time	9:00 AM – 11:00 AM Attend: Clean Industry Business Session	8:30 AM – 9:00 AM Internal Staff Meeting	8:00 AM – 9:30 AM Desk Time
9:00 AM – 9:30 AM Desk Time	9:30 AM – 11:00 AM Attend: Council Session for Denmark Delegation	11:00 AM – 1:00 PM Clean Industry Business Session Lunch	9:00 AM – 9:30 AM Meeting w/ Tony Garcia & Michael Montoya	9:30 AM – 10:00 AM Meeting w/ Chris Forbes
9:30 AM – 10:00 AM Commissioner Briefing w/ Commissioner Myers	10:30 AM – 11:30 AM Meeting w/ Michelle Comer	12:00 PM – 1:30 PM Portland Business Alliance Board Meeting	9:30 AM – 12:00 PM Office & Internal Staff Meetings	10:00 AM – 1:00 PM Office & Internal Staff Meetings
10:00 AM – 11:00 AM Staff Training	11:30 AM – 12:30 PM Desk Time	2:00 PM – 3:00 PM Desk Time	12:00 PM – 1:00 PM Meeting w/ RW Ventures	1:30 PM – 2:00 PM Monthly Check-In w/ Michael Jordan
11:00 AM – 11:30 AM Commissioner Briefing w/ Commissioner Stoudamire Wesley & Platt	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office	3:00 PM – 5:00 PM Board of Commissioners Meeting	1:00 PM – 2:45 PM Office & Internal Staff Meetings	2:00 PM – 3:00 PM Monthly Meeting w/ Commissioner Ryan
11:30 AM – 12:00 PM Internal Staff Meeting	2:00 PM – 4:00 PM Office & Internal Staff Meeting	4:00 PM – 6:00 PM Attend: Sustainable Building Week @ SKANSKA	2:45 PM – 4:00 PM Private Appointment	3:00 PM – 5:00 PM Out of Office
12:00 PM – 12:30 PM Meeting w/ Pastor Hennessee	4:00 PM – 4:30 PM Directors Bi- Weekly Check-In	5:00 PM – 8:00 PM Attend: Micro enterprise Services of Oregon, Breaking the Glass Fundraiser Celebration	4:00 PM – 4:30 PM Directors Bi- Weekly Check-In	
1:00 PM – 3:30 PM Desk Time			5:30 PM – 9:00 PM Attend: Oregon Native American Chamber Gathering 2022	
3:30 PM – 4:00 PM Telephone Call w/ Chris Fobes				