

**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 Covid-19 pandemic, some meetings were held virtually.**

**Week of February 13 – February 17, 2023**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>8:00 AM – 9:30 AM Office</p> <p>9:30 AM – 10:00 AM Telephone Call w/ Donnie Oliveira</p> <p>10:00 AM – 12:00 PM Office &amp; Internal Staff Meetings</p> <p>12:00 PM – 12:30 PM Telephone Call w/ Oscar Arana</p> <p>1:00 PM – 2:00 PM Bi-Monthly Check-In w/ Mayor Wheeler’s Office</p> <p>1:45 PM – 2:00 PM Telephone Call w/ Jillian Schoene</p> <p>2:00 PM – 3:00 PM Desk Time</p> <p>3:30 PM – 4:00 PM MEET: Commissioner Rubio</p>	<p>8:00 AM – 11:30 AM Office &amp; Internal Staff Meetings</p> <p>11:30 AM – 12:00 PM Meeting w/ Piper Arend &amp; Jessica Elkan</p> <p>1:00 PM – 4:00 PM Office &amp; Internal Staff Meetings</p>	<p>8:00 AM – 9:00 AM Greater Portland Inc., Monthly Board Meeting</p> <p>9:00 AM – 12:00 PM Office &amp; Internal Staff Meeting</p> <p>12:00 PM – 1:30 PM Portland Business Alliance Board Meeting</p> <p>1:30 PM – 3:00 PM Internal Staff Meetings</p> <p>3:00 PM – 3:30 PM Meeting w/ Matthew Chambers</p> <p>3:30 PM – 4:00 PM Desk Time</p>	<p>8:30 AM – 9:30 AM Office &amp; Internal Staff Meeting</p> <p>10:00 AM – 12:00 PM Speak: Broadway Corridor Milestone</p> <p>12:00 PM – 5:00 PM Out of Office</p>	<p>Vacation</p>

**Week February 20 – February 24, 2023**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>Holiday</p>	<p>8:00 AM – 2:00 PM Office &amp; Internal Staff Training</p> <p>2:00 PM – 3:00 PM Director’s Cabinet</p> <p>3:00 PM – 4:00 PM Office &amp; Internal Staff Meeting</p> <p>4:00 PM – 4:30 PM Meeting w/ Sam Chase</p>	<p>8:30 AM – 9:30 AM Meeting w/ Buzz Ellis</p> <p>9:30 AM – 5:00 PM Office &amp; Internal Staff Meetings</p>	<p>5:30 AM – 10:00 AM Office &amp; Internal Staff Meetings</p> <p>10:00 AM – 10:45 AM Weekly Meeting w/ Commissioner Rubio</p> <p>11:00 AM – 11:30 AM Internal Staff Meeting</p> <p>11:30 AM – 1:00 PM Bureau Directors Meeting</p> <p>1:15 PM – 1:45 PM Meeting w/ Jillian Schoene &amp; Molly Rogers</p> <p>1:45 PM – 2:30 PM Office</p> <p>2:30 PM – 5:00 PM Out of Office</p>	<p>6:00 AM – 1:30 PM Office &amp; Internal Staff Meetings</p> <p>1:30 PM – 2:30 PM Meeting w/ Professional Business Development Group</p> <p>2:30 PM – 4:30 PM Office &amp; Internal Staff Meetings</p>