

**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 during this time.**

Week of January 30 – February 3, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9:00 AM – 11:00 AM Office & Internal Staff Meetings</p> <p>11:00 AM – 12:00 PM Weekly Check-In w/ Mayor Wheeler’s Office</p> <p>12:00 PM – 2:00 PM Internal Staff Meetings</p> <p>2:00 PM – 3:30 PM Quarterly Meeting w/ METRO & Various City Bureaus</p> <p>3:30 PM – 4:20 PM Quarterly Check-In w/ Portland Parks & Recreation</p> <p>4:20 PM – 5:00 PM Internal Staff Meeting</p>	<p>8:00 AM – 9:30 AM Office & Internal Staff Meetings</p> <p>9:30 AM -11:30 AM Attend: City Council</p> <p>11:30 AM – 12:30 PM Desk Time</p> <p>1:00 PM – 1:45 PM Weekly Meeting w/ Commissioner Rubio</p> <p>2:00 PM – 3:00 PM Director’s Cabinet</p> <p>3:00 PM – 5:00 PM Office</p>			