

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 May 2 – May 6, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
8:15 AM – 8:30 AM Internal Staff Meeting	8:30 AM – 1:00 PM Office & Internal Staff Meetings	8:00 AM – 10:30 AM Office & Internal Staff Meetings	9:30 AM – 11:30 AM WORK SESSION: Mayor's Proposed Budget	8:30 AM – 9:00 AM Travel
8:30 AM – 9:30 AM Attend: Business Success and Job Creation Action Table	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office	10:30 AM – 11:00 AM Panelist City Council Meeting	11:30 AM – 12:00 PM Monthly Check-In w/ Chair Cruz	9:00 AM – 10:00 AM Meeting w/ Commissioner Rubio
9:30 AM – 11:00 AM Inclusive Economic Development Steering Committee	2:00 PM – 2:30 PM Telephone Call w/ Elizabeth Ellison	10:30 AM – 11:30 AM Attend: City Council	12:00 PM – 1:00 PM Greater Portland Inc. Quarterly Executive Committee Meeting	10:00 AM – 10:30 AM Travel
11:00 AM – 4:00 PM Office & Internal Staff Meetings	2:30 PM – 3:00 PM Internal Staff Meeting	11:00 AM – 11:30 AM Internal Staff Meeting	1:00 PM – 3:00 PM Office & Internal Staff Meetings	10:30 AM – 11:00 AM Monthly Check-In w/ Commissioner Mapps
4:00 PM – 4:30 PM Meeting w/ Alicia Chapman	3:00 PM – 3:30 PM Meeting w/ Michael Alexander & Emerald Boque	11:30 AM – 1:00 PM Meeting w/ RW Ventures	3:00 PM – 4:00 PM MEET: City of Seattle's Office of Film & Music / City of Portland	11:00 AM – 12:00 P.M Internal Staff Meetings
4:45 PM – 5:05 PM Internal Staff Meeting	3:30 PM – 4:00 PM Travel time	1:00 PM – 2:00 PM Office & Internal Staff Meetings	4:00 PM – 5:00 PM Internal Staff Meetings	12:00 PM – 1:00 PM Attend: State of the City
5:00 PM – 5:15 PM Telephone Call w/ Shannon Callahan	4:00 PM – 7:00 PM Attend: 2022 Oregon Technology Awards	2:00 PM – 3:30 PM Attend: Value of Jobs Coalition + Sports Economy		1:00 PM – 5:00 PM Personnel Interviews
		3:00 PM – 4:00 PM Internal Staff Meeting		

Week May 9 – May 13, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 8:30 AM Internal Staff Meeting	8:30 AM – 9:00 AM Desk Time	8:00 AM – 12:00 PM Office & Internal Staff Meetings	8:00 AM – 10:30 AM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Internal Staff Meetings
8:30 AM – 8:45 AM Call w/ Tamara Kennedy-Hill	9:00 AM – 12:30 PM Personnel Interviews	12:00 PM – 1:00 PM Meeting w/ Paula Hayes	10:30 AM – 12:00 PM Planning & Development Directors Monthly Meeting	9:00 AM – 10:00 AM Bi-Monthly Meeting w/ Mayor Wheeler
9:00 AM – 9:30 AM Commissioner Briefing w/ Chair Cruz & Commissioner Myers	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office	1:00 PM – 3:00 PM Internal Staff Meetings	12:00 PM – 2:00 PM Desk Time	10:00 AM – 11:00 AM Internal Staff Meeting
9:30 AM – 10:00 AM Commissioner Briefing w/ Commissioner Sam Rodriguez	2:00 PM – 3:00 PM Quarterly Meeting w/ Bureau of Development Services	3:00 PM – 5:00 PM Board of Commissioners Meeting	2:00 PM – 3:30 PM Present: City Council	11:00 AM – 11:30 AM Travel
10:00 AM – 12:30 PM Office & Internal Staff Meeting	3:00 PM – 3:30 PM Telephone Call w/ Donnie Oliveira	4:00 PM – 5:00 PM Internal Staff Meeting	3:30 PM – 4:00 PM Office	11:30 AM – 1:00 PM Attend: Hispanic Metropolitan Chamber Scholarship Award Luncheon
12:30 PM – 1:00 PM Meeting w/ Commissioner Ryan's Office	3:30 PM – 5:00 PM Internal Staff Meetings		4:00 PM – 4:30 PM Directors Bi-Weekly Check-in	1:00 PM – 3:00 PM Travel and Desk Time
1:00 PM – 1:30 PM Internal Staff Meeting	5:00 PM – 5:30 PM Personnel Interview		4:30 PM – 6:30 PM Internal Staff Event	
1:30 PM – 2:00 PM Commissioner Briefing w/ Commissioner Stoudamire Wesley & Platt				
2:00 PM – 2:45 PM Meeting w/ Greater Portland Inc.				
3:00 PM – 4:00 PM Meeting w/ Office of Government Relations				
4:00 PM – 5:00 PM Meeting w/ Portland Housing Bureau & Bureau of Planning & Sustainability				