

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 August 1 – August 5, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 3:30 PM Office & Internal Staff Meetings	8:30 AM – 10:00AM Office & Internal Staff Meetings	8:30 AM – 12:30 PM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Internal Staff Meetings	8:00 AM – 9:30 AM Desk Time
3:30 PM – 5:00 PM Private Appointment	10:00 AM – 11:00 AM Meeting w/ Commissioner Rubio's Office	12:30 PM – 1:00 PM Meeting w/ Various Bureau Directors	9:00 AM – 10:00 AM Meeting w/ Commissioner Myers & Biko Taylor	9:30 AM – 11:00 AM Meeting w/ Mayor Wheeler's Office
	11:30 AM – 12:30 PM Lunch w/ Commissioner Sam Rodriguez	1:00 PM – 2:00 PM Bureau Director Interviews for Transformation Planning	10:00 AM – 11:00 AM Office & Internal Staff Meeting	11:00 AM – 11:30 AM Meeting w/ Ashely Henry & Commissioner Platt
	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office	2:00 PM – 2:30 PM Internal Staff Meeting	11:00 AM – 11:30 AM Telephone Call w/ Chair Cruz	11:30 AM – 12:30 PM Internal Staff Meeting
	2:00 PM – 3:00 PM Desk Time	2:30 PM – 3:15 PM Meeting w/ Commissioner Ryan's Office	11:30 AM – 1:00 PM Bureau Directors Monthly Meeting	1:15 PM – 2:15 PM Lunch w/ Jan Mason
	3:00 PM – 4:00 PM Meeting w/ Commissioner Platt	3:30 PM – 4:00 PM Telephone Call w/ Oscar Arana	12:00 PM – 1:00 PM Greater Portland Inc., Quarterly Executive Committee Meeting	2:30 PM – 3:30 PM Meeting w/ Erin Graham
	4:00 PM – 4:30 PM Directors Bi-Weekly Check-In		1:00 PM – 3:30 PM Office & Internal Staff Meetings	3:30 PM – 4:30 PM Private Appointment
			4:00 PM – 4:30 PM Briefing w/ ECONorthwest	5:00 PM – 10:00 PM Attend: Vanport Jazz Festival

Week August 8 – August 12, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 10:00 AM Office & Internal Staff Meeting	8:00 AM – 10:00 AM Internal Staff Meetings	8:30 AM – 9:00 AM Check-In w/ Mike Jordan	8:00 AM – 3:00 PM Office & Internal Staff Meetings	8:30 AM – 9:00 AM Internal Staff Meeting
10:00 AM – 11:00 AM Meeting w/ Commissioner Platt	10:00 AM – 10:30 AM Meeting w/ Commissioner Hardesty's Office	9:00 AM – 1:00 PM Office & Internal Staff Meetings	3:00 PM – 4:00 PM Meeting w/ Chris Fobes	9:45 AM – 10:00 AM Telephone Call w/ Orlando Williams
11:00 AM – 1:00 PM Office & Internal Staff Meeting	10:30 AM – 1:00 PM Office & Internal Staff Meetings	1:00 PM – 2:00 PM Meeting w/ Chair Cruz	4:00 PM – 5:00 PM Desk Time	10:00 AM – 12:00 PM Office & Internal Staff Meeting
1:00 PM – 1:30 PM Telephone Call w/ Ashley Henry	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office	2:00 PM – 3:00 PM Meeting w/ Derek Bradley		12:00 PM – 1:00 PM Meeting w/ ECONorthwest
1:30 PM – 2:30 PM Interview w/ Willamette Week	2:00 PM – 2:30 PM Meeting w/ Commissioner Ryan's Office	3:00 PM – 3:30 PM Telephone Call w/ Jeff Miller		1:15 PM – 2:00 PM Office & Internal Staff Meeting
2:30 PM – 3:00 PM Desk Time	2:30 PM – 3:00 PM Meeting w/ Commissioner Mapps' Office	3:30 PM – 5:00 PM Office & Internal Staff Meetings		2:00 PM – 5:00 PM Out
3:00 PM – 3:30 PM Monthly Meeting w/ Office Finance Management & City Budget Office	3:00 PM – 3:30 PM Office			
3:30 PM – 5:00 PM Office & Internal Staff Meeting	3:30 PM – 4:00 PM Telephone Call w/ Donnie Oliveira			
	4:00 PM – 5:00 PM Desk Time			