

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 during this time.**

Week of September 12 – September 16, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 9:00 AM Desk Time	8:30 AM – 11:30 AM Internal Staff Meetings	8:00 AM – 12:00 PM Office & Internal Staff Meetings	8:30 AM – 9:30 AM Office & Internal Staff Meeting	9:00 AM – 1:00 PM Office & Internal Staff Meeting
9:00 AM – 10:00 AM Commissioner Briefing w/ Chair Cruz	11:30 AM – 12:00 PM Meeting w/ Rebecca Esau, Donnie Oliveira & Molly Rogers	12:00 PM – 1:30 PM Portland Business Alliance Board Meeting	9:30 AM – 10:30 AM Attend: ECONorthwest Presentation	1:00 PM – 2:00 PM Meeting w/ RW Ventures
10:00 AM – 10:30 AM Commissioner Briefing w/ Commissioner Rodriguez	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler's Office	2:00 PM – 3:00 PM Desk Time	10:30 AM – 11:30 AM Meeting w/ City Council's Chiefs of Staff	2:00 PM – 4:00 PM Office & Internal Staff Meetings
11:00 AM – 12:00 AM Commissioner Briefing w/ Commissioners Stoudamire Wesley & Platt	2:00 PM – 3:30 PM Inclusive Economic Development Strategy Steering Committee	3:00 PM – 5:00 PM Board of Commissioners Meeting	11:30 AM – 2:30 PM Internal Staff Meetings	4:00 PM – 4:30 PM Telephone Call w/ Sam Adams
12:00 AM – 12:30 PM Internal Staff Meeting	4:00 PM – 4:30 PM Directors Bi-Weekly Check-In	6:00 PM – 9:00 PM Speak: Hispanic Metropolitan Chamber Heritage Dinner	2:30 PM – 2:55 PM Meeting w/ Portland Parks & Recreation	Saturday
12:45 PM – 1:00 PM Telephone Call w/ Ashley Henry			3:00 PM – 4:00 PM Monthly Check-In w/ Portland Housing Bureau	1:00 PM – 2:30 PM Attend My People's Market
1:00 PM – 1:30 PM Monthly Meeting w/ Commissioner Mapps			4:00 PM – 4:30 PM Directors Bi-Weekly Check-In	
2:30 PM – 5:00 PM Office & Internal Staff Meeting			4:30 PM – 5:00 PM Desk Time	

Week of September 19 – September 23, 2022

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 3:00 PM Office & Internal Staff Meetings	8:30 AM – 11:30 AM Internal Staff Meetings	8:00 AM – 10:00 AM Attend: Greater Portland Inc., Summit	8:30 AM – 9:30 AM Internal Staff Meetings	8:00 AM – 8:45 AM Meeting w/ Margi Bradway
3:00 PM – 3:45 PM Meeting w/ Emily Fusaro & Sandra McDonough	11:30 AM – 12:00 PM Meeting w/ City Council's Chiefs of Staff	11:00 AM - 12:00 PM Meeting w/ Chair Kafoury	9:30 AM – 10:25 AM Meeting w/ Ashley Henry	9:00 AM – 10:00 AM Desk Time
4:00 PM – 4:30 PM Meeting w/ Chris Fick	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheelers Office	1:00 PM – 5:00 PM Office & Internal Staff Meetings	10:30 AM – 11:00 AM Telephone Call w/ Jim Mark	10:30 AM – 11:30 AM Join: Mayor's Site Visit to Photon Marine
4:30 PM – 5:00 PM Desk Time	2:00 PM – 3:00 PM Internal Staff Meetings		11:00 AM – 11:30 AM Internal Staff Meeting	12:30 PM – 2:00 PM Office & Internal Staff Meeting
	3:00 PM – 3:30 PM Meeting w/ Michael Jordan		12:00 PM – 1:00 PM Lunch w/ Molly Rogers & Rebecca Esau	2:00 PM – 2:30 PM Telephone Call w/ Michael Montoya
	2:30 PM – 3:00 PM Telephone Call w/ Oscar Arana		1:30 PM – 2:00 PM Meeting w/ RW Ventures	2:30 PM – 5:00 PM Private Appointment
			2:00 PM – 2:30 PM Internal Staff Meeting	
			2:30 PM – 5:00 PM Private Appointment	