

**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 nature of a hybrid schedule, some meetings were held virtually.**

**Week of December 12 – December 16, 2022**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 1:30 PM 2022 Leadership Summit	8:00 AM – 11:30 AM Office	7:30 AM – 8:30 AM Breakfast Meeting w/ Bobby Lee	8:30 AM – 10:00 AM Office & Internal Staff Meeting	8:00 AM – 11:30 AM Office & Internal Staff Meetings
2:00 PM – 2:30 PM Commissioner Briefing w/Chair Cruz & Commissioner Stoudamire Wesley	11:30 AM – 12:00 PM Meeting w/ Bureau Directors Esau, Oliveira & Rogers	9:00 AM – 10:30 AM Office & Internal Staff Meeting	10:00 AM – 11:30 AM Speak: Entrepreneurship Community Economic Development Gathering	11:30 AM – 12:30 PM Monthly Meeting w/ Office Management Finance & City Budget Office
2:30 PM – 3:00 PM Commissioner Briefing w/ Commissioner Rodriguez	12:00 PM – 1:00 PM Desk Time	10:30 AM – 12:00 PM Child Care Facilities Initiative Stakeholder Meeting	11:30 AM – 1:00 PM Bureau Director Meeting	12:30 PM – 1:30 PM Office & Internal Staff Meeting
3:00 PM – 3:30 PM Internal Staff Meeting	1:00 PM – 2:00 PM Weekly Check-In w/ Mayor Wheeler’s Office	11:40 AM – 1:15 PM Portland Business Alliance Board Meeting	2:00 PM – 5:00 PM Office & Internal Staff Meetings	1:30 PM – 5:00 PM Out of Office
3:30 PM – 4:00 PM Commissioner Briefing w/ Commissioner Myers & Platt	2:00 PM – 2:30 PM Monthly Meeting w/ Michael Jordan	1:30 PM – 3:00 PM Office & Internal Staff Meeting		
4:00 PM – 4:30 PM Internal Staff Meeting	2:30 PM – 4:00 PM Meeting w/ RW Ventures	3:00 PM – 5:00 PM Board of Commissioners Meeting		
	4:00 PM – 5:00 PM Office			

**Week December 19 – December 23, 2022**

Monday	Tuesday	Wednesday	Thursday	Friday
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