

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.**

Week of January 30 – February 3, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		<p align="center">8:00 AM – 9:00 AM Internal Staff Meeting</p> <p align="center">9:00 AM – 10:00 AM Monthly Meeting w/ Bureau Planning & sustainability</p> <p align="center">10:00 AM – 4:00 PM Office & Internal Staff Meetings</p> <p align="center">4:00 PM – 5:00 PM Meeting w/ METRO</p>	<p align="center">8:00 AM – 8:00 PM Portland Business Alliance Board Retreat</p>	<p align="center">8:00 AM – 12:00 PM Portland Business Alliance Board Retreat</p> <p align="center">12:00 PM – 5:00 PM Office</p>

Week February 6 – February 10, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">8:00 AM – 9:00 AM Office & Internal Staff Meeting</p> <p align="center">9:00 AM – 9:30 AM Commissioner Briefings w/ Chair Cruz & Commissioner Rodriguez</p> <p align="center">9:30 AM – 10:00 AM Office</p> <p align="center">10:00 AM – 10:30 AM Commissioner Briefing w/ Commissioner Platt</p> <p align="center">10:30 AM – 12:00 PM Office</p> <p align="center">12:00 PM – 12:30 PM Commissioner Briefings w/ Commissioner Myers & Stoudamire Wesley</p> <p align="center">12:30 PM – 2:00 PM Office & Internal Staff Meeting</p> <p align="center">2:00 PM – 3:30 PM Inclusive Economic Development Leadership Roundtable</p> <p align="center">3:30 PM – 5:00 PM Office & Internal Staff Meeting</p>	<p align="center">8:00 AM – 2:00 PM Office & Internal Staff Meetings</p> <p align="center">2:00 PM – 3:00 PM Director’s Cabinet</p> <p align="center">3:00 PM – 3:30 PM Office</p> <p align="center">3:30 PM – 4:00 PM Meeting w/ Chair Cruz</p> <p align="center">4:00 PM – 5:00 PM Office</p> <p align="center">5:30 PM – 8:00 PM Attend: Pitch Black</p>	<p align="center">8:30 AM – 9:00 AM Monthly Meeting w/ Michael Jordan</p> <p align="center">9:00 AM – 1:30 PM Office & Internal Staff Meetings</p> <p align="center">1:30 PM – 2:00 PM Telephone Call w/ Angela Rico</p> <p align="center">2:00 PM – 3:00 PM Desk Time</p> <p align="center">3:00 PM – 5:00 PM Board of Commissioner Meeting</p>	<p align="center">8:30 AM – 10:30 AM Internal Staff Meetings</p> <p align="center">11:00 AM – 11:30 AM Telephone Call w/ Jeff Miller</p> <p align="center">11:30 AM – 1:00 PM Bureau Directors Meeting</p> <p align="center">1:00 PM – 1:45 PM Weekly Meeting w/ Commissioner Rubio</p> <p align="center">2:30 PM – 5:00 PM Office & Internal Staff Meetings</p> <p align="center">6:00 PM – 9:00 PM Attend: KairosPDX Event</p>	<p align="center">8:00 AM – 10:00 AM Desk Time</p> <p align="center">10:00 AM – 10:30 AM Meeting w/ Commissioner Rubio and Directors Esau, Oliveira, and Rogers</p> <p align="center">11:00 AM – 12:30 PM Meeting with Small Business Administrator Guzman</p> <p align="center">1:00 PM – 2:30 PM Inclusive Economic Development Steering Committee</p> <p align="center">2:30 PM – 3:00 PM Internal Staff Meeting</p> <p align="center">3:00 PM – 4:30 PM Meeting with Small Business Administrator Guzman</p>