

**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 2 – January 6, 2023**

Monday	Tuesday	Wednesday	Thursday	Friday
HOLIDAY	9:00 AM – 4:00 PM Office & Internal Staff Meetings  4:00 PM – 4:30 PM Bureau Directors Meeting	9:00 AM – 3:30 PM Office & Internal Staff Meetings  3:30 PM – 5:00 PM Private Appointment	8:30 AM – 9:00 AM Internal Staff Meeting  9:00 AM – 9:15 AM Telephone Call w/ Bobby Lee  9:15 AM – 10:15 AM Private Appointment  10:30 AM – 11:00 AM Desk Time  11:00 AM – 11:45 AM Check-In w/ Commissioner Rubio  1:20 PM – 3:00 PM Internal Staff Meetings  3:00 PM – 4:00 PM Meeting w/ Marina Denny OSU & Commissioner Platt  4:00 PM – 4:30 PM Office  4:30 PM – 5:00 PM Telephone Call w/ Tom Miller	8:00 AM – 9:00 AM Desk Time  9:00 AM – 10:00 AM Monthly Check-In w/ Bureau Planning & Sustainability  10:00 AM – 2:00 PM Office & Internal Staff Meetings  2:30 PM – 3:00 PM Video Shoot w/ The Scanner  3:30 PM – 4:00 PM Telephone Call w/ Michael Montoya  4:00 PM – 4:30 PM Internal Staff Meeting

**Week January 9 – January 13, 2023**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 1:00 PM Internal Staff Training  1:00 PM – 2:00 PM Check-In w/ Commissioner Rubio  2:30 PM – 3:00 PM Desk Time  3:00 PM – 3:30 PM Check-In w/ Chair Cruz  3:30 PM – 5:00 PM Office	7:00 AM – 2:00 PM Internal Staff Training  2:00 PM – 2:30 PM Telephone Call w/ Michael Montoya  2:30 PM – 3:00 PM Internal Staff Meeting  3:00 PM – 5:00 PM Office	7:30 AM – 8:30 AM Desk Time  8:30 AM – 9:00 AM Monthly Meeting w/ Michael Jordan  9:00 AM – 2:00 PM Office & Internal Staff Meetings  2:00 PM – 3:00 PM Meeting w/ Willamette University President, Steve Thorsett & Pacific Northwest College of Art, Dean, Jen Cole  3:00 PM – 5:00 PM Board of Commissioner Meeting	8:30 AM – 9:00 AM Internal Staff Meeting  8:30 AM – 10:00 AM Portland Delegation Legislative Breakfast  10:10 AM – 10:55 AM Meeting w/ Commissioner Rubio  11:00 AM – 11:30 AM Internal Staff Meeting  11:30 AM – 1:00 PM Bureau Directors Meeting  1:00 PM – 3:30 PM Internal Staff Meetings  3:30 PM – 4:00 PM Telephone Call w/ Kristin Dennis and Kellie Torres  4:00 PM – 5:00 PM Office & Internal Staff Meeting	8:00 AM – 10:00 AM Office  10:00 AM – 12:00 PM Meeting w/ Odd Notion  12:00 PM – 2:00 PM Office & Internal Staff Meeting  2:00 PM – 2:45 PM Meeting w/ Commissioner Ryan  3:00 PM – 5:00 PM Office