

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 March 13 – March 17, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 11:30 AM Internal Staff Meetings 12:00 PM – 1:00 PM Lunch w/ Alando Simpson 1:00 PM – 2:00 PM Internal Staff Meeting 2:00 PM – 2:20 PM MEET: Directors' Cabinet 2:20 PM – 4:00 PM Office 4:00 PM – 5:00 PM Bureau Directors Meeting	8:00 AM – 9:00 AM Greater Portland Inc., Board Meeting 9:00 AM – 10:00 AM Office 10:00 AM – 5:00 PM Out of Office	8:00 AM – 2:00 PM Office & Internal Staff Meetings 2:00 PM – 3:00 PM Meeting w/ Donnie Oliveira & Adena Long 3:00 PM – 4:00 PM Portland Housing Bureau/Prosper Portland Monthly Check-In 4:00 PM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 9:00 AM Meeting w/ Various Bureau Directors & Bobby Lee 9:00 AM – 9:45 AM Weekly Meeting w/ Commissioner Rubio 10:00 AM – 10:45 AM Meeting w/ Duncan Wyse 10:45 AM – 11:00 AM Meeting w/ John Washington & Fawn Aberson 11:00 AM – 11:30 AM Internal Staff Meeting 11:30 AM – 12:00 PM MEET: Commissioner Rubio & Directors Esau, Oliveira & Rogers 12:00 PM – 3:30 PM Internal Staff Meetings

Week March 20 – March 24, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
7:00 AM – 9:00 AM Desk Time 9:30 AM – 11:30 AM Speak: Future of Portland Union Station 1:00 PM – 1:30 PM Meeting w/ Jillian Schoene & Molly Rogers 1:30 PM – 5:00 PM Office	8:00 AM – 1:00 PM Office & Internal Staff Meetings 1:00 PM – 2:00 PM MEET: Commissioner Rubio & Directors Esau & Oliveira 2:00 PM – 3:00 PM MEET: Directors' Cabinet 2:30 PM – 3:00 PM Meeting w/ Stephen Green & Brigid Blackburn 3:00 PM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 9:00 AM Meeting w/ Donnie Oliveira & Adena Long 9:00 AM – 11:30 AM Internal Staff Meeting 12:00 PM – 1:30 PM Attend: Travel Portland - State of the Industry 2023 1:30 PM – 5:00PM Internal Staff Meeting 5:00 PM – 7:00 PM Portland Business Alliance After Hours Reception	9:00 AM – 10:00 AM MEET: Commissioner Gonzalez 10:00 AM – 11:00 AM MEET: Commissioner Rubio 11:30 AM – 1:00 PM Bureau Directors Meeting 1:00 PM – 2:00 PM Office 2:00 PM – 5:00 PM Community & Economic Development City Council Budget Presentation	8:00 AM – 9:00 AM Internal Staff Meetings 9:30 AM – 12:30 PM MEET: Commissioner Rubio 12:40 PM – 1:00 PM Telephone Call w/ Sophorn Chaeng 1:00 PM – 5:00 PM Out III