

**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 pandemic, some meetings were held virtually.**

**Week of April 17 – April 21, 2023**

Sunday/Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center"><b>Sunday</b> Oregon Business &amp; Industry Fly In Washington, DC</p> <hr/> <p align="center"><b>Monday</b> Oregon Business &amp; Industry Fly In Washington, DC</p>	Oregon Business & Industry Fly In Washington, DC	Oregon Business & Industry Fly In Washington, DC	<p align="center">8:30 AM – 9:30AM Office &amp; Internal Staff Meetings</p> <p align="center">9:30 AM – 10:15 AM Meeting w/ Commissioner Rubio</p> <p align="center">10:15 AM – 3:00 PM Office &amp; Internal Staff Meetings</p> <p align="center">3:00 PM – 4:00 PM Monthly Check-In w/ Portland Housing Bureau</p> <p align="center">4:00 PM – 5:00 PM Office</p>	<p align="center">8:30 AM – 1:00 PM Office &amp; Internal Staff Meetings</p> <p align="center">1:00 PM – 1:30 PM Meeting w/ Elizabeth Leach</p> <p align="center">1:30 PM – 2:00 PM Meeting w/ Commissioner Rubio and Directors Esau, Oliveira &amp; Rogers</p> <p align="center">2:00 PM – 2:30 PM Meeting w/ Mayor Wheeler’s Office, Bureau of Emergency Management &amp; Office of Management &amp; Finance</p> <p align="center">3:00 PM – 5:00 PM Out of Office</p>

**Week April 24 – April 28, 2023**

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">8:00 AM – 1:30 PM Office &amp; Internal Staff Meetings</p> <p align="center">1:30 PM – 3:00 PM Various City Bureaus &amp; Metro Quarterly Check-In</p> <p align="center">3:00 PM – 4:00 PM Monthly Check-In w/ Bureau Planning &amp; Sustainability</p> <p align="center">4:00 PM – 5:00 PM Office</p>	<p align="center">8:00 AM – 9:30 AM Office &amp; Internal Staff Meetings</p> <p align="center">9:30 AM – 10:00 AM Meeting w/ Mayor Wheeler’s Office</p> <p align="center">10:00 AM – 12:00 PM Office</p> <p align="center">12:00 PM – 12:45 PM Weekly Meeting w/ Commissioner Rubio</p> <p align="center">1:00 PM – 1:30 PM Bi-Monthly Check-In w/ Mayor Wheeler’s Office</p> <p align="center">1:30 PM – 2:00 PM Desk Time</p> <p align="center">2:00 PM – 3:00 PM MEET: Directors’ Cabinet</p> <p align="center">3:30 PM – 5:30 PM Office &amp; Internal Staff Meeting</p>	<p align="center">8:00 AM – 1:30 PM Office &amp; Internal Staff Meetings</p> <p align="center">2:00 PM – 5:00 PM Attend: Portland City Council</p>	<p align="center">8:00 AM – 8:30 AM Meeting w/ Mayor Wheeler’s Office</p> <p align="center">8:30 AM – 11:30 AM Office &amp; Internal Staff Meetings</p> <p align="center">11:30 AM – 1:00 PM Bureau Directors Meeting</p> <p align="center">1:00 PM – 1:45 PM Meeting w/ Mayor Wheeler’s Office</p> <p align="center">2:00 PM – 3:00 PM Greater Portland Economic Development District Board Meeting</p> <p align="center">3:00 PM – 3:30 PM Internal Staff Meeting</p> <p align="center">4:00 PM – 7:00 PM Attend: Celebrate Portland</p>	<p align="center">8:00 AM – 9:00 AM Breakfast with Jason Kafoury</p> <p align="center">9:00 AM – 1:30 PM Office &amp; Internal Staff Meetings</p> <p align="center">1:30 PM – 3:30 PM Meeting w/ Commissioner Rubio &amp; Directors Esau, Oliveira &amp; Rogers</p> <p align="center">3:30 PM – 5:00 PM Office</p>