

**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.

Week of May 29 – June 2, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
			8:30 AM – 9:00 AM All-Staff Meeting 9:05 AM – 9:50 AM Meeting w/ Raahi Reddy 10:00 AM – 11:00 AM Meeting w/ Motus 11:00 AM – 12:30 PM Planning & Development Directors Meeting 1:00 PM – 2:00 PM Meeting w/ Portland Business Alliance 2:00 PM – 3:00 PM Monthly Check-In w/ Bureau Planning & Sustainability 3:00 PM – 3:30 PM Internal Staff Meeting 3:30-5:00 Private Appointment	8:30 AM – 10:30 AM Internal Staff Meetings 10:00 AM – 11:00 AM Private Appointment 11:00 AM – 11:45 AM Quarterly Check-In w/ Commissioner Ryan 12:00 PM – 1:00 PM Lunch w/ Allied Works 1:30 PM – 2:00 PM Weekly Meeting w/ Commissioner Rubio & Directors, Branam, Esau, Oliveira & Rogers 2:00 PM – 4:00 PM Weekly Meeting w/ Commissioner Rubio 4:00 PM – 5:00 PM Internal Staff Meetings

Week June 5 – June 9, 2023

Sunday/Monday	Tuesday	Wednesday	Thursday	Friday
Sunday 12:00 PM AM – 1:00 9PM My Peoples Market <hr/> Monday 8:00 AM – 8:15 AM Internal Meeting 8:30 AM – 9:30 AM Meeting w/ Duncan Hwang 10:00 AM – 11:00 AM Internal Staff Meeting 11:00 AM – 12:00 PM Meeting w/ Angela Ricco, Shad Ahmed & Jeff Stevens 12:00 PM – 3:30 PM Office & Internal Staff Meetings	8:00 AM – 1:00 PM Office & Internal Staff Meetings 1:00 PM – 2:00 PM Meeting w/ ECONorthwest 2:00 PM – 4:00 PM Office & Internal Staff Meetings	6:00 AM – 9:00 AM Desk Time 9:00 AM – 9:30 AM Bi-Monthly Check-In w/ Mayor Wheeler’s Office 9:30 AM – 10:00 AM Desk Time 10:00 AM – 11:00 AM Meeting w/ Mr. Washington, Alexander Gebreab & Fawn Abersson 11:00 AM – 11:30 AM Desk Time 12:00 PM – 12:50 PM Present: PSU Deans Council 2:00 PM – 3:00 PM Internal Staff Meting 3:00 PM – 3:30 PM Monthly Check-In w/ Chair Cruz 3:30 PM – 5:00 PM Office	8:30 AM – 9:00 AM Internal Staff Meetings 9:00 AM – 4:00 PM City Organization Retreat 12:00 AM – 12:30 PM Sister City Reception	9:00 AM – 2:00 PM Office & Internal Staff Meetings 1:00 PM – 2:00 PM Internal Staff Meetings 2:00 PM – 2:30 PM Meeting w/ Commissioner Rubio 2:30 PM – 5:00 PM Desk Time