

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 during this time.**

Week of June 26 – June 30, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 10:30 AM Internal Staff Meetings	8:00 AM – 11:00 AM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Weekly Meeting w/ Commissioner Rubio’s Office	8:30 AM – 10:00 AM Workshop Block B Round Table Discussion	8:00 AM – 9:00 AM Meeting w/ Office of Management & Finance
10:30 AM – 11:00 AM Meeting w/ Alliant Insurance	11:00 AM – 11:30 PM Meeting w/ Travel Portland	9:00 AM – 12:00 PM Internal Staff Training	10:30 AM – 11:30 AM Speak: Fairfield Groundbreaking	9:00 AM – 11:00 AM Office
11:00 AM – 12:30 PM Internal Staff Meetings	11:30 AM -1:00 PM Desk Time	12:00 PM – 1:00 PM Internal Services Directors & Managers Meeting	12:00 PM – 3:30 PM Office & Internal Staff Meetings	10:00 AM – 10:15 AM Telephone Call w/ Alando Simpson
12:30 PM – 1:00 PM Meeting w/ Craig Cheek & Johnell Bell	1:00 PM – 4:30 PM Personnel Interviews	1:00 PM – 1:30 PM Desk Time	3:30 PM – 5:00 PM Private Appointment	11:00 AM – 12:00 PM Meeting w/ ECONorthwest, Oregon Business Council & Portland Business Alliance
1:30 PM – 3:00 PM Personnel Interviews		2:00 PM – 3:00 PM City Council	5:00 PM – 6:30 PM Staff Retirement Celebration	12:00 PM – 12:30 PM Meeting w/ Linda Kimble
3:00 PM – 4:00 PM Monthly Meeting w/ Bureau Planning & Sustainability		3:30 PM – 4:00 PM Desk Time		12:30 PM – 1:00 PM Meeting w/ Commissioner Mapps’ Office & Office of Management & Finance
4:15 PM – 5:00 PM Desk Time		4:00 PM – 5:00 PM Meeting w/ ECONorthwest & Bobby Lee		1:00 PM – 5:00 PM Out Ill