

**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 May 15 – May 19, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:00 AM – 1:30 PM Office & Internal Staff Meetings</p> <p>11:30 AM – 12:30 PM Lunch w/ Nolan Lienhart</p> <p>1:00 PM – 2:00 PM Board Meeting</p> <p>2:00 PM – 2:30 PM Desk Time</p> <p>3:00 PM – 5:00 PM Travel Portland Board Meeting</p>	<p>8:00 AM – 11:00 AM Office & Internal Staff Meetings</p> <p>11:00 AM – 11:45 AM Meeting w/ Andrew Fitzpatrick</p> <p>1:00 PM – 1:30 PM Desk Time</p> <p>2:00 PM – 3:00 PM Meeting w/ Mayor Wheeler’s Office, Travel Portland & Sport Oregon</p> <p>3:00 PM – 4:00 PM Private Appointment</p> <p>4:30 PM – 5:00 PM Bureau Director’s Meeting</p>	<p>8:00 AM – 9:00 AM Greater Portland Inc. Board Meeting</p> <p>9:30 AM – 3:30 PM Office & Internal Staff Meetings</p> <p>3:30 PM – 4:00 PM Telephone Call w/ Molly Rogers</p> <p>2:00 PM – 3:00 PM MEET: Directors’ Cabinet</p> <p>4:00 PM – 5:00 PM Meeting w/ Mayor Wheeler’s Office</p>	<p>8:00 AM – 9:00AM Desk Time</p> <p>9:00 AM – 10:00 AM Private Appointment</p> <p>10:00 AM – 11:30 AM Office & Internal Staff Meetings</p> <p>2:00 PM – 4:00 PM City Council</p>	<p>Out of Office</p>

Week May 22 – May 26, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
<p>Out of Office</p>	<p>8:00 AM – 9:00 AM Meeting w/ Mayor Wheeler & Commissioner Rubio’s Office</p> <p>9:15 AM – 10:00 AM Meeting w/ Motus</p> <p>10:00 AM – 1:00 PM Office & Internal Staff Meetings</p> <p>1:00 PM – 1:30 PM Bi-Monthly Check-In w/ Mayor Wheeler’s Office</p> <p>1:30 PM – 4:00 PM Office & Internal Staff Meetings</p>	<p>8:30 AM – 9:00 AM Meeting w/ Mayor Wheeler’s office, Office Management & Finance, & Bureau Planning & Sustainability</p> <p>9:00 AM – 11:00 AM Office & Internal Staff Meetings</p> <p>11:30 AM – 1:00 PM Lunch w/ Jim Etzel</p> <p>1:00 PM – 2:00 PM Internal Staff Meeting</p> <p>2:00 PM – 2:30 PM Meeting w/ Jeff Miller</p> <p>2:30 PM – 5:00 PM Office & Internal Staff Meeting</p>	<p>8:00 AM – 10:00AM Office & Internal Staff Meetings</p> <p>10:00 AM – 11:00 AM Meeting w/ Commissioner Rubio & Molly Rogers</p> <p>11:30 AM – 1:00 PM Bureau Directors Meeting</p> <p>1:30 PM – 2:30 PM Internal Staff Meetings</p> <p>3:00 PM – 4:00 PM Private Appointment</p> <p>4:00 PM – 5:00 PM Meeting w/ City Directors & Managers</p>	<p>8:00 AM – 1:30 PM Office & Internal Staff Meetings</p> <p>1:30 PM – 4:00 PM Meeting w/ Commissioner Rubio & Directors Esau, Oliveira & Rogers</p> <p>4:00 PM – 5:00 PM Office</p>