

**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 August 14 – August 18, 2023**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>8:00 AM – 8:30 AM Office</p> <p>8:30 AM – 9:00 AM Meeting w/ Mayor Wheeler &amp; Commissioner Rubio’s Staff</p> <p>9:00 AM – 9:30 AM Office</p> <p>9:30 AM – 10:00 AM Weekly Meeting w/ Commissioner Rubio Staff</p> <p>10:00 AM – 12:00 PM Internal Staff Meetings</p> <p>12:00 PM – 12:20 PM Meeting w/ Sam Chase</p> <p>12:30 PM – 1:00 PM Internal Staff Meeting</p> <p>1:05 PM – 1:55 PM Business Retention &amp; Expansion Outreach Campaign</p> <p>2:00 PM – 4:00 PM Internal Staff Meeting</p>	<p>8:00 AM – 10:00 AM Office &amp; Internal Staff Meetings</p> <p>10:00 AM – 11:00 AM Attend: Workplace Change</p> <p>11:30 AM – 1:00 PM Bureau Directors Meeting</p> <p>1:00 PM – 4:00 PM Office &amp; Internal Staff Meetings</p> <p>4:00 PM – 4:30 PM Bureau Directors Meeting</p>	<p>8:00 AM – 9:00 AM Greater Portland Inc., Monthly Board Meeting</p> <p>9:00 AM – 12:30 PM Office &amp; Internal Staff Meetings</p> <p>12:30 PM – 1:00 PM Portland Taskforce Discussion</p> <p>1:00 PM – 2:00 PM Large Events Meeting</p> <p>2:00 PM – 3:00 PM Executive Team Meeting</p> <p>3:00 PM – 3:30 PM Quarterly Meeting w/ Commissioner Mapps</p> <p>4:00 PM – 5:00 PM Monthly Meeting w/ Portland Housing Bureau/</p>	<p>8:00 AM – 8:45AM Meeting w/ Mayor Wheeler’s Office and Government Relations</p> <p>9:30 AM – 4:30 PM City-Wide Organization Retreat</p>	<p>8:00 AM – 8:30 AM Bi-Monthly Check-In w/ Mayor Wheeler’s Office</p> <p>8:30 AM – 9:00 AM Internal Staff Meeting</p> <p>9:00 AM – 10:00 AM Meeting w/ Small Business Legal Clinic - Lewis &amp; Clark</p> <p>10:00 AM – 11:00 AM Internal Staff Meetings</p> <p>11:00 AM – 12:00 PM Meeting w/ ECONorthwest, Portland Metro Chamber &amp; Oregon Business Council</p> <p>12:00 PM – 12:45 PM Meeting Over Lunch Hour w/ Oscar Arana</p> <p>1:00 PM – 1:30 PM Internal Staff Meetings</p> <p>1:30 PM – 2:30 PM Meeting w/ Commissioner Rubio’s Office/Directors Esau, Oliveira &amp; Rogers</p> <p>3:00 PM – 5:00 PM Out of Office</p>

**Week August 21 – August 25, 2023**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>8:00 AM – 9:30 AM Office &amp; Internal Staff Meetings</p> <p>9:30 AM – 10:00 AM Weekly Meeting w/ Commissioner Rubio Staff</p> <p>10:00 AM – 11:30 AM Office &amp; Internal Staff Meetings</p> <p>11:30 AM – 12:30 PM Meeting w/ ECONorthwest</p> <p>12:30 PM – 1:00 PM Meeting w/ n4safe Coalition</p> <p>1:00 PM – 2:30 PM Advance Portland City Implementation Team</p> <p>2:30 PM – 3:00 PM Internal Staff Meeting</p> <p>3:00 PM – 4:00 PM Meeting w/ Mayor Wheeler’s Office</p> <p>4:00 PM – 5:00 PM Office</p>	<p>8:00 AM – 9:30 AM Office &amp; Internal Staff Meetings</p> <p>10:00 AM – 12:00 PM Portland Task Force Kickoff</p> <p>12:30 PM – 1:30 PM Office</p> <p>2:00 PM – 3:00 PM Quarterly Check-In w/ Commissioner Ryan</p> <p>3:30 PM – 4:00 PM Internal Staff Meeting</p> <p>5:30 PM – 9:30 PM Attend: Flaming Lips Concert</p>	<p>9:00 AM – 12:00 PM Office &amp; Internal Staff Meetings</p> <p>12:00 PM – 12:30 PM Meeting w/ Urban Land Institute</p> <p>12:30 PM – 3:00 PM Office &amp; Internal Staff Meetings</p> <p>3:00 PM – 3:30 PM Video Shoot w/ Jacob Pander</p> <p>3:30 PM – 5:00 PM Office &amp; Internal Staff Meetings</p>	<p>8:00 AM – 8:30 AM Meeting w/ Mayor Wheeler’s Office &amp; Government Relations</p> <p>9:00 AM – 11:00 AM East Portland TIF Exploration Steering Committee</p> <p>11:00 AM – 11:30 AM Internal Staff Meeting</p> <p>11:30 AM – 1:00 PM Bureau Directors Meeting</p> <p>1:00 PM – 5:00 PM Out of Office</p>	<p>8:30 AM – 10:30 AM Private Appointment</p> <p>10:30 AM – 11:00 AM Meeting w/ Ronald Zito</p> <p>11:00 AM – 12:00 PM Meeting w/ ECONorthwest, Portland Metro Chamber &amp; Oregon Business Council</p> <p>12:00 PM – 1:00 PM Internal Staff Meeting</p> <p>12:00 PM – 1:00 PM Office of Government Relations Check In</p> <p>1:00 PM – 1:30 PM Phone call with Matt Hennessee</p> <p>1:30 PM – 2:30 PM Meeting w/ Commissioner Rubio &amp; Directors, Esau, Oliveira &amp; Rogers</p> <p>2:30 PM – 3:15 PM Office</p> <p>3:15 PM – 5:30 PM Out of Office</p>