

**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 July 3 – July 7, 2023**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Vacation	Holiday	8:00 AM – 9:00 AM Desk Time  9:00 AM – 10:00 AM Private Appointment  10:00 AM – 5:00 PM Internal Staff Meetings	8:30 AM – 9:00 AM Staff Meeting  9:00 AM – 10:00 AM Meeting w/ Mayor Hosaka  10:00 AM – 10:45 AM Weekly Check-In w/ Commissioner Rubio  11:00 AM – 12:30 PM Planning & Development Directors Meeting  12:30 PM – 1:00 PM Meeting w/ Andrew Fitzpatrick & REI  1:00 PM – 3:00 PM Internal Staff Meetings  3:00 PM – 3:30 PM Meeting w/ Orlando Williams  3:30 PM – 4:00 PM Internal Staff Meeting  4:00 PM – 4:30 PM Monthly Check-In w/ Chair Cruz	9:00 AM – 11:00 AM Office & Internal Staff Meetings  11:30 AM – 1:30 PM Join: Secretary Pete Buttigieg, 82nd Ave. Tour  1:30 PM – 2:00 PM Telephone Call w/ Nolan Lienhart  2:00 PM – 4:00 PM Meeting w/ Commissioner Rubio & Directors Esau, Oliveira & Rogers  4:00 PM – 5:00 PM Out of Office

**Week July 9 – July 14, 2023**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 9:30 AM Desk Time  9:30 AM – 10:00 AM Weekly Meeting w/ Commissioner Rubio’s Staff  10:00 AM – 10:30 AM Commissioner Briefing w/ Commissioner Myers & Stoudamire Wesley  10:30 AM – 11:30 AM Office  11:30 AM – 12:00 PM Commissioner Briefing w/ Chair Cruz  12:00 PM – 1:00 PM Meeting w/ Portland Business Alliance & Oregon Business Council  1:00 PM – 1:30 PM Meeting w/ Bobby Lee & Ayodele O. Okeowo  1:30 PM – 2:00 PM Commissioner Briefing w/ Commissioner Platt & Rodriguez  2:00 PM – 3:30 Office  4:00 PM – 4:45 PM Meeting w/ Mayor Wheeler & ECONorthwest	8:30 AM – 12:00 PM Office & Internal Staff Meetings  12:00 PM – 1:00 PM Greater Portland Inc., Executive Committee Meeting  1:00 PM – 4:30 PM Personnel Interviews	8:30 AM – 9:30 AM Office  9:30 AM – 10:00 AM Meeting w/ Office Government Relations  10:00 AM – 3:00PM Office & Internal Staff Meetings  3:00 PM – 5:00PM Prosper Portland Board Meeting	8:30 AM – 10:00 AM Office & Internal Staff Meetings  10:00 AM – 10:30 AM Meeting w/ Commissioner Rubio & Director Rogers  10:30 AM – 11:00 AM Weekly Check-In w/ Commissioner Rubio  11:00 AM – 11:30 AM Internal Staff Meeting  11:30 AM – 1:00 PM Bureau Directors Meeting  1:00 PM – 3:30 PM Office & Internal Staff Meetings  3:30 PM – 5:00 PM Out of Office	8:00 AM – 9:30 AM Portland Workforce Development Board  9:00 AM – 9:30 AM Internal Staff Meeting  9:30 AM – 10:00 AM Telephone Call w/ Jim Brunberg  10:00 AM – 5:00 PM Office