

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 17 – July 21, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 AM – 9:30 AM Internal Staff Meeting	9:00 AM – 10:00 AM Internal Staff Meeting	8:00 AM – 8:30 AM Office	8:30 AM – 12:30 PM City Organization Workshop	8:00 AM – 12:00 PM Office & Internal Staff Meetings
9:30 AM – 10:00 AM Weekly Meeting w/ Commissioner Rubio’s Staff	10:00 AM – 11:00 AM Telephone Calls w/ Peter Platt, Jim Brunberg, & Rebecca Esau	8:30 AM – 9:00 AM Meeting w/ Bobby Lee	1:00 PM – 2:00 PM Desk Time	12:00 PM – 1:00 PM Meeting w/ Tom Kilbane & Krista Bailey
10:00 AM – 11:00 AM Internal Staff Meeting	11:05 AM – 11:45 AM Office	9:45 AM – 10:30 AM Attend: City Council	2:00 PM – 3:30 PM Interview w/ KGW	1:30 PM – 2:00 PM Meeting w/ Commissioner Rubio & Directors Esau, Oliveira & Rogers
11:30 AM – 12:30 PM Lunch w/ Maria Pope	12:00 PM – 1:00 PM Lunch w/Catherine Ciarlo	11:00 AM – 1:00 PM Office & Internal Staff Meeting	4:00 PM – 4:45 PM Office	2:00 PM – 5:00 PM Out of Office
1:00 PM – 5:00 PM Out of Office	1:00 PM – 1:30 PM Bi-Monthly Check-In w/ Mayor Wheeler’s Office	1:00 PM – 2:30 PM Meeting w/ Commissioner Rubio & Directors Esau, Oliveira & Rogers	4:45 PM – 5:30 PM Attend: Supplier Diversity Meet & Greet	
	1:30 PM – 3:00 PM Meeting w/ Bobby Lee & ECONorthwest	2:30 PM – 5:00 PM Desk Time		
	3:00 PM – 4:00 PM Office			
	4:00 PM – 4:30 PM Bureau Director Meeting			

Week July 24 – July 28, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 9:30 AM Office	8:00 AM – 9:30 AM Office	8:00 AM – 8:45 AM Meeting w/ Bobby Lee	8:00 AM – 10:00 AM Internal Staff Meeting	8:00 AM – 11:00 AM Office & Internal Staff Meetings
9:30 AM – 10:00 AM Weekly Meeting w/ Commissioner Rubio’s Office	9:30 AM – 11:30 AM Housing Production Council Work Session	9:00 AM – 12:00 PM Internal Staff Meetings	10:00 AM – 10:45 AM Weekly Check-In w/ Commissioner Rubio	11:00 AM – 12:00 PM Meeting w/ Portland Metro Chamber & Oregon Business Council
10:00 AM – 4:00 PM Office & Internal Staff Meeting	12:00 PM – 1:00 PM Mayor’s Team Weekly Check-in	11:50 AM – 12:00 PM Telephone Call Marcelino J. Alvarez	10:30 AM – 11:30 AM Meeting w/ City Council Chiefs of Staff	12:30 PM – 12:45 PM Telephone Call w/ Clare Brigio
	1:00 PM – 2:30 PM Office & Internal Staff Meeting	12:00 PM – 1:00 PM Meeting w/ Commissioner Rubio’s Office & Directors Esau, Oliveira & Rogers	11:30 AM – 1:00 PM Office	1:30 PM – 2:00 PM Meeting w/ Commissioner Rubio & Directors Esau, Oliveira & Rogers
	2:30 PM – 3:00 PM Meeting w/ Arika Bridgeman-Bunyoli	1:00 PM – 2:00 PM Internal Staff Meeting	1:00 PM – 2:00 PM Meeting w/ ECONorthwest, Andrew Fitzpatrick, Jillian Schoene, & Bureau of Development Services	2:00 PM – 5:00 PM Desk Time
	3:00 PM – 4:00 PM Office & Internal Staff Meeting	2:00 PM – 3:00 PM Meeting w/ Kristin Dennis and Yohannes Wolday	2:00 PM – 3:00 PM Greater Portland Economic Development District Board Meeting	
		3:00 PM – 4:00 PM Internal Staff Meeting	3:00 PM – 5:00 PM Out of Office	