

**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 November 27 – December 1, 2023

Monday	Tuesday	Wednesday	Thursday	Friday/Saturday
				<p align="center">8:00 AM – 1:30 PM Office & Internal Staff Meetings</p> <p align="center">1:30 PM – 2:00 PM Meeting w/ Commissioner Rubio’s Office & Directors Buonocore, Esau, Kuhnhausen, & Oliveira</p> <p align="center">2:00 PM – 5:00 PM Office & Internal Staff Meetings</p> <hr/> <p align="center">Saturday</p> <p align="center">11:30 AM – 12:30 PM Attend: My People’s Market</p>

Week December 4 – December 8, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
<p align="center">8:30 AM – 9:25 AM Meeting w/ Jessie Burke</p> <p align="center">9:30 AM – 10:00 AM Weekly Meeting w/ Commissioner Rubio’s Office</p> <p align="center">10:00 AM – 12:30 PM Internal Staff Meeting</p> <p align="center">1:00 PM – 2:00 PM Meeting w/ Commissioner Rubio & Office of Mayor Wheeler</p> <p align="center">2:30 PM – 5:00 PM Office</p>	<p align="center">8:00 AM – 10:30 AM Office & Internal Staff Meetings</p> <p align="center">10:30 AM – 12:00 PM East Portland Tax Increment Finance Exploration Steering Committee & Working Groups</p> <p align="center">1:00 PM – 1:30 PM Bi-Monthly Check-In w/ Mayor Wheeler’s Office</p> <p align="center">1:30 PM – 3:00 PM Office & Internal Staff Meetings</p> <p align="center">3:30 PM – 4:00 PM Monthly Check-In w/ Chair Cruz</p> <p align="center">4:00 PM – 4:30 PM Bureau Directors Meeting</p>	<p align="center">8:00 AM – 4:00 PM Full-Day Board of Commissioner Retreat</p>	<p align="center">8:30 AM – 10:00 AM Internal Staff Meetings</p> <p align="center">10:00 AM – 10:45 AM Weekly Meeting w/ Commissioner Rubio</p> <p align="center">11:00 AM – 12:30 PM Planning & Development Directors Meeting</p> <p align="center">12:30 PM – 1:30 PM Internal Staff Meetings</p> <p align="center">1:30 PM – 4:00 PM Private Appointment</p> <p align="center">4:00 PM – 4:45 PM Meeting w/ Bobby Lee</p> <p align="center">5:00 PM – 8:00 PM Attend: 2023 NAMC-Oregon Holiday Celebration</p>	<p align="center">9:00 AM – 12:30 PM Internal Staff Meetings</p> <p align="center">12:30 PM – 1:30 PM Portland Central City Task Force Meeting</p> <p align="center">1:30 PM – 2:00 PM Meeting w/ Commissioner Rubio & Directors Buonocore, Esau, Kuhnhausen, & Oliveira</p> <p align="center">3:15 PM – 6:00 PM Shortstack Mississippi Groundbreaking Ceremony</p>