

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 1 – November 3, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
		8:00 AM – 8:30 AM Office 8:30 AM – 9:30 AM Central City Holiday Season Event Planning 9:30 AM – 2:00 PM Office & Internal Staff Meetings 2:00 PM – 4:00 PM City Council 4:00 PM – 5:00 PM Meeting w/ Workplace Change	8:30 AM – 9:00 AM Staff Meeting 9:00 AM – 11:00 AM Black Economic Prosperity Dashboard Release Event 10:00 AM – 10:30 AM Weekly Meeting w/ Commissioner Rubio’s Office 11:30 AM – 3:00 PM Office & Internal Staff Meetings 3:00 PM – 5:00 PM Out of Office	9:00 AM – 10:00 AM Meeting w/ Commissioner Slick 10:30 AM – 1:00 PM Office & Internal Staff Meetings 1:00 PM – 2:00 PM Meeting w/ ECONorthwest 2:00 PM – 5:00 PM Office & Internal Staff Meetings

Week November 6 – November 10, 2023

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:30 AM Commissioner Briefing w/ Commissioner Myers & Commissioner Alvarez 9:30 AM – 10:00 AM Weekly Meeting w/ Commissioner Rubio’s Office 10:00 AM – 11:00 AM Commissioner Briefing w/ Commissioner Stoudamire 11:00 AM – 12:00 PAM Commissioner Briefing w/ Chair Cruz & Commissioner Slick 12:00 PM – 2:00 PM Internal Staff Meetings 2:00 PM – 5:00 PM Out of Office	8:00 AM – 10:30 AM Office & Internal Staff Meetings 10:30 AM – 11:30 AM Telephone Call w/ Helmi Hisserich 11:30 AM – 1:00 PM Office & Internal Staff Meetings 1:00 PM – 1:30 PM Bi-Monthly Check-In w/ Mayor Wheeler’s Office 1:30 PM – 2:00 PM Office 2:00 PM – 2:45 PM Monthly Check-In w/ Commissioner Gonzalez 3:00 PM – 5:00 PM Central City Tax Increment Finance Steering Committee	8:00 AM – 11:30 AM Internal Staff Meetings 11:30 AM – 12:30 PM Meeting w/ Brian Scott 1:00 PM – 2:00 PM Greater Portland Inc., Executive Committee Meeting 2:00 PM – 3:00 PM Office 3:00 PM – 5:00 PM Board of Commissioners Meeting 5:00 PM – 8:30 PM Attend: Business Leadership Evening	7:15 AM – 10:00 AM Urban League Institute Breakfast 8:30 AM – 9:00 AM Internal Staff Meeting 10:00 AM – 10:45 AM Weekly Meeting w/ Commissioner Rubio 10:45 AM – 11:30 AM Internal Staff Meeting 11:30 AM – 1:00 PM Bureau Directors Meeting 1:00 PM – 1:45 PM Oregon Transportation Commission Meeting 3:00 PM – 4:00 PM SPEAK: Lents Community Plaza Grand Opening 4:30 PM – 5:00 PM Meeting w/ Pregame HQ	Holiday 5:30 PM – 9:00 PM Native American Youth and Family Center Annual Gala