

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
8:00 AM – 9:30 AM Desk Time 9:30 AM – 10:00 AM Weekly Meeting w/ Commissioner Rubio’s Office 10:00 AM – 11:30 AM Internal Staff Meetings 11:45 AM – 12:45 PM Lunch Meeting w/ Commissioner Stoudamire Wesley 1:00 PM – 3:00 PM Office & Internal Staff Meeting 3:00 PM – 4:00 PM Monthly Meeting w/ Bureau Planning Sustainability 4:00 PM – 5:00 PM Office	8:15 AM – 9:00 AM Meeting w/ Office Management & Finance & Office of Commissioner Rubio 9:00 AM – 11:00 AM Office & Internal Staff Meeting 3:00 PM – 3:30 PM Bi-Monthly Check-In w/ Mayor Wheeler's Office 4:00 PM – 5:00 PM Office	8:00 AM – 2:00 PM Out of Office 2:00 PM – 2:30 PM Telephone Call w/ Nolan Leinhart 2:30 PM -5:00 PM Office	8:00 AM – 8:30 AM Office 8:30 AM – 9:00 AM Meeting w/ Angela Rico 9:00 AM – 10:00 AM Internal Staff Meeting 10:00 AM – 10:45 AM Weekly Check-In w/ Commissioner Rubio 10:45 AM – 12:00 PM Office & Internal Staff Meeting 12:00 PM – 12:45 PM Lunch Meeting w/ Commissioner Myers 1:00 PM – 3:00PM Internal Staff Meetings 3:30 PM – 4:30 PM Bi-Weekly Check-In w/ Oregon Museum Science & Industry	