

**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 October 2 – October 6, 2023**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 8:30 AM Desk Time	8:00 AM – 11:30 AM Office & Internal Staff Meetings	Out III	Out III	Out III
8:30 AM – 9:15 AM Meeting w/ Michael Buonocore	1:15 PM – 4:00 PM Office			
9:30 AM – 10:00 AM Weekly Meeting w/ Commissioner Rubio’s Office	4:00 PM – 5:00 PM Bureau Directors Meeting			
10:00 AM – 11:00 AM Meeting w/ Mayor Wheeler’s Office				
11:00 AM – 11:45 AM Office				
1:00 PM – 2:30 PM Office & Internal Staff Meeting				
2:30 PM – 3:30 PM Bi-Monthly Check-In w/ Commissioner Ryan				

**Week October 9 – October 13, 2023**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 AM – 9:00 AM Commissioner Briefing w/ Commissioner Myers & Commissioner Alvarez	8:30 AM – 11:00 AM Office	8:00 AM – 8:30 AM Office	8:30 AM – 10:00 AM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Internal Staff Meetings
9:00 AM – 9:30 AM Commissioner Briefing w/ Chair Cruz	12:00 PM – 5:00 PM MODERATOR: Urban Land Institute Housing Summit	8:30 AM – 9:00 AM Monthly Meeting w/ Mike Jordan	10:00 AM – 10:45 AM Weekly Meeting w/ Commissioner Rubio	9:00 AM – 9:30 AM Telephone Call w/ Will Rassmusen
9:30 AM – 10:00 AM Weekly Meeting w/ Commissioner Rubio’s Office		8:45 AM – 9:30 AM Meeting w/ Mayor Wheeler’s Office & Homer Williams	10:45 AM – 11:00 AM Return Phone Calls	9:30 AM – 10:30 AM Meeting w/ Natalie King
10:00 AM – 10:45 AM Meeting w/ Mayor Wheeler & Cushman Wakefield		9:30 AM – 12:00 PM Office & Internal Staff Meeting	11:00 AM – 11:30 AM Internal Staff Meeting	10:30 AM – 11:00 AM Telephone Call w/ Jonathan Garcia?
11:00 AM – 11:30 AM Commissioner Briefing w/ Commissioner Slick & Commissioner Stoudamire Wesley		12:00 PM – 1:30 PM Portland Metro Council Board Meeting	11:30 AM – 12:00 PM Telephone Call w/ Donnie Oliveira	11:00 AM – 11:30 AM Telephone Call w/ Todd Rufo
11:30 AM – 1:30 PM Office & Internal Staff Meeting		2:00 PM – 2:45 PM Meeting w/ Jennie Kovalcik	12:00 PM – 1:00 PM Internal Staff Meeting	11:30 AM – 1:30 PM Internal Staff Meetings
1:30 PM – 2:00 PM Meeting w/ Travel Portland		3:00 PM – 5:00 PM Board of Commissioners Meeting	12:45 PM – 1:00 PM Telephone Call w/ Chair Cruz	1:30 PM – 2:00 PM Weekly Meeting w/ Commissioner Rubio and Directors, Buonocore, Esau, & Oliveira
2:00 PM – 5:00 PM Desk Time		5:00 PM – 8:00 PM Attend: MESO’s Breaking the Glass	1:00 PM – 3:00PM Internal Staff Meetings	2:30 PM – 5:00 PM OOO
			3:00 PM – 4:00 PM Monthly Check-In w/ Bureau Planning & Sustainability	
			4:00 PM – 4:30 PM Internal Staff Meeting	