

**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 February 12 – February 16, 2024**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 8:30 AM Meeting w/ Erika Polmar & Naomi Pomeroy	8:00 AM – 9:00 AM Office	8:00 AM – 11:00 AM Office & Internal Staff Meeting	Out III	Out III
9:00 AM – 9:30 AM Commissioner Briefing w/ Commissioner Stoudamire Wesley	9:00 AM – 12:00 PM City Council	11:00 AM – 5:00 PM Out III		
9:30 AM – 10:00 AM Weekly Check-In w/ Commissioner Rubio’s Office	12:00 PM – 1:30 PM Office			
10:00 AM – 10:30 AM Office	1:30 PM – 2:00 PM Commissioner Briefing w/ Chair Cruz			
10:30 AM – 11:30 AM Meeting w/ Amtrak	2:00 PM – 2:30 PM Meeting w/ Portland Housing Bureau, Bureaus of Planning & Sustainability and Development Services			
11:30 AM – 12:00 PM Commissioner Briefing w/ Commissioners Slick & Alvarez	2:30 PM – 3:00 PM Meeting w/ Karanja Crews			
12:30 PM – 1:00 PM Telephone Call w/ Commissioner Rubio	3:00 PM – 4:00 PM Internal Staff Meeting			
1:00 PM – 4:00 PM Office & Internal Staff Meetings	4:00 PM – 4:30 PM Executive Leadership Team			
4:00 PM – 5:00 PM Meeting w/ Bureau Directors	4:30 PM – 4:55 PM Telephone call w/ Director Williams			
5:00 PM – 5:30 PM Meeting w/ Donnie Oliveira				

**Week February 19 – February 23, 2024**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Holiday	8:00 AM – 8:30 AM Office	8:00 AM – 9:00 AM Greater Portland Inc., Board Meeting	8:30 AM – 9:00 AM Meeting w/ Mayor Wheeler’s Office	9:00 AM – 10:00 AM Meeting w/ OMSI
	8:30 AM – 9:00 AM Weekly Check-In w/ Commissioner Rubio’s Office	9:00 AM – 10:00 AM Internal Staff Meeting	9:00 AM – 4:30 PM Staff Training	10:30 AM – 11:30 AM Internal Staff Meeting
	9:00 AM – 2:00 PM Office & Internal Staff Meetings	10:00 AM – 10:30 AM Meeting w/ Lorelei Juntunen	11:30 AM – 1:30 PM Peer Panel and Workshop w/ Bureau Directors	12:00 PM – 1:00 PM Lunch w/ Dr. Holt
	2:00 PM – 3:00 PM Meeting w/ Sean McCarthy	10:30 AM – 11:15 AM Internal Staff Meeting	5:30 PM – 8:30 PM Black History Month: Celebrating Homeownership	1:00 PM – 1:45 PM Meeting w/ Mayor Wheeler’s Office
	3:00 PM – 5:00 PM Private Appointment	11:30 AM – 12:30 PM Greater Portland Economic Development District Comprehensive Economic Development Strategy Implementation Task Force		1:30 PM – 2:00 PM Weekly Check-In w/ Commissioner Rubio’s Staff & Directors Buonocore, Hisserich, Kuhnhausen, and Oliveira
		1:30 PM – 2:30 PM Meeting w/ Workplace Change		2:00 PM – 5:00 PM Office & Internal Staff Meeting
		2:30 PM – 3:30 PM Internal Staff Meeting		
		3:30 PM – 4:00 PM Meeting w/ Director Williams		
		4:00 PM – 4:30 PM Meeting w/ Alshiref Eskander & Andrew Fitzpatrick		