

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 January 1 – January 5, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	8:00 AM – 1:00 PM Office & Internal Staff Meetings 1:00 PM – 2:00 PM Telephone Call w/ Serilda Summers McGee 2:00 PM – 5:00 PM Office & Internal Staff Meetings	8:00 AM – 5:00 PM Mediation 2:00 PM – 2:15 PM Telephone Call w/ Jillian Schoene 3:00 PM – 3:45 PM Internal Staff Meeting	8:30 AM – 11:00 AM Internal Staff Meetings 11:30 AM – 12:30 PM Video Shoot w/ The Skanner 1:00 PM – 1:45 PM Weekly Check-In w/ Commissioner Rubio 2:00 PM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 11:00 AM Internal Staff Meeting 11:30 AM – 1:00 PM Lunch w/ Jessica Vega Pederson 1:30 PM – 2:00 PM Weekly Meeting w/ Commissioner Rubio, Directors Buonocore, Kuhnhausen, & Oliveira 2:00 PM – 3:30 PM Internal Staff Meeting 3:30 PM – 5:00 PM Out of Office

Week January 8 – January 12, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 9:00 AM Office & Internal Staff Meetings 9:00 AM – 9:30 AM Meeting w/ Emily Powell 9:30 AM – 10:00 AM Weekly Check-In w/ Commissioner Rubio’s Office 10:00 AM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 10:30 AM Internal Staff Meetings 10:30 AM – 11:00 AM Meeting w/ Jessie Burke 11:00 AM – 12:00 PM Central City Tax Increment Finance Business Retention/Recruitment Subcommittee 12:00 PM – 1:00 PM Internal Staff Meeting 1:00 PM – 2:00 PM Community and Economic Development Service Area Budget Coordination Meeting 2:00 PM – 3:00 PM Meeting w/ Portland Housing Bureau, Bureau Planning & Sustainability & Bureau Development Services 3:00 PM – 3:30 PM Meeting w/ Jessica Elkan & Pippa Arend 3:30 PM – 4:00 PM Bi-Monthly Check-in w/ Mayor Wheeler’s Office 4:15 PM – 4:30 PM Telephone Call w/ Nick Brodnicki	8:00 AM – 8:30 AM Internal Staff Meeting 8:30 AM – 9:00 AM Monthly Meeting w/ Mike Jordan 9:00 AM – 12:00 PM Office & Internal Staff Meetings 12:00 PM – 1:30 PM Greater Portland Inc., Executive Committee Meeting 1:30 PM – 3:30 PM Office & Internal Staff Meetings 3:30 PM – 5:00 PM Meeting w/ Karl Lisle & Aaron Ratto	8:30 AM – 10:00 AM Internal Staff Meetings 10:00 AM – 10:30 AM Weekly Meeting w/ Commissioner Rubio 10:30 AM – 11:30 AM Office 11:30 AM – 1:00 PM Meeting w/ Executive Leadership Team 1:00 PM – 2:30 PM Prosper Portland Community Budget Committee Meeting 3:00 PM – 4:00 PM Bi-Weekly Check-In w/ OMSI 4:45 PM – 5:00 PM Telephone Call w/ Commissioner Rubio	6:00 AM – 12:00 PM Office & Internal Staff Meetings 12:00 PM – 1:00 PM Meeting w/ Amy Ruiz 1:00 PM – 5:00 PM Office & Internal Staff Meeting