

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 April 1 – April 5, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 9:30 AM Desk Time	8:00 AM – 9:00 AM Office	8:30 AM – 9:00 AM Office	9:00 AM – 4:30 PM Staff Training	9:00 AM – 10:00 AM Meeting w/ Commissioner Rubio’s Office, Mayor Wheeler’s Office & Travel Portland
9:30 AM – 10:00 AM Weekly Check-In w/ Commissioner Rubio’s Office	9:00 AM – 10:30 AM Advance Portland City Implementation Team	9:00 AM – 9:30 AM Bi-Monthly Check-in w/ Mayor Wheeler’s Office	10:30 AM – 11:30 AM Meeting w/ City Council Chiefs of Staff	10:00 AM – 11:00 AM Bureau Director Coordination
10:00 AM – 10:35 AM Weekly Meeting w/ Commissioner Rubio	10:30 AM – 12:00 PM Internal Staff Meeting	9:30 AM - 3:00 PM Internal Staff Meetings		11:30 AM – 12:00 PM Meeting w/ Helmi Hisserich
10:30 AM – 11:00 AM Internal Staff Meeting	12:00 PM – 12:30 PM Meeting w/ ECONorthwest	3:00 PM – 3:30 PM Telephone Call w/ Tiffani Penson		12:00 PM – 2:30 PM Office & Internal Staff Meetings
11:30 AM – 12:30 PM Lunch w/ Maria Pope	12:30 PM – 1:30 PM Internal Staff Meeting	4:00 PM – 6:00 PM North Star Gathering: AVT & OMSI		2:30 PM – 3:00 PM Telephone Call w/ Caitlin Baggott Davis
1:00 PM – 2:30 PM Internal Staff Meetings	2:00 PM – 2:45 PM Monthly Check-in w/ Commissioner Gonzalez			3:00 PM – 5:00 PM Private Appointment
2:30 PM – 3:00 PM Desk	3:00 PM – 3:45 PM Briefing w/ Commissioner Gonzalez			
3:00 PM – 4:00 PM Meeting w/ Donnie Oliveira	4:00 PM – 4:30 PM Tuesday Executive Leadership Team			
	4:30 PM – 5:00 PM Check-In w/ Chair Cruz			

Week April 8 – April 12, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:30 AM Commissioner Briefing w/ Stoudamire Wesley & Commissioner Myers	8:00 AM – 10:15 AM Office & Internal Staff Meeting	8:30 AM – 9:00 AM Monthly Check-In w/ Mike Jordan	8:00 AM – 10:00 AM Internal Staff Meetings	8:00 AM – 10:00 AM Office & Internal Staff Meetings
9:30 AM – 10:00 AM Weekly Check-In w/ Commissioner Rubio’s Office	10:30 AM – 12:00 PM Advance Portland Advisory Committee	9:00 AM – 10:00 AM Office	10:00 AM – 10:45 AM Weekly Meeting w/ Commissioner Rubio’s Office	10:00 AM – 10:15 AM Telephone Call w/ Thomas Lannom
10:00 AM – 11:00 AM Commissioner Briefing w/ Commissioner Slick	12:00 PM – 12:30 PM Internal Staff Meeting	10:00 AM – 11:00 AM City Council	11:30 AM – 1:00 PM Executive Leadership Team	10:15 AM – 11:45 AM Office & Internal Staff Meetings
11:00 AM – 12:00 PM Commissioner Briefing w/ Chair Cruz & Commissioner Alvarez	1:00 PM – 1:30 PM Bi-Monthly Check-in w/ Mayor Wheeler’s Office	11:30 AM – 1:30 PM Portland Metro Chamber Board Meeting	1:00 PM – 3:00 PM Internal Staff Meetings	11:45 AM – 12:45 PM Lunch w/ Lorne Bulling
2:00 PM – 2:30 PM Telephone Call w/ Serilda Summers-McGee	1:30 PM – 3:30 PM Desk Time	2:00 PM – 3:00 PM City Council	3:00 PM – 3:30 PM Meeting w/ Jenny Haruyama	1:00 PM – 5:00 PM Office & Internal Staff Meeting
2:30 PM – 3:00 PM Office	4:00 PM – 6:00 PM SPEAK: North Star Gathering: Public Collaboration Works	4:00 PM – 6:00 PM Board of Commissioners Meeting	3:30 PM – 5:00 PM Office	
3:00 PM – 5:00 PM Private Appointment				