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 15 – April 19, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:30 AM Desk Time 9:30 AM – 10:00 AM Weekly Check-In w/ Commissioner Rubio's Office 10:00 AM – 12:00 PM Office & Internal Staff Meeting 12:00 PM – 1:00 PM Meeting w/ Bureau of Environmental Services & Parks & Recreation 1:00 PM – 1:30 PM Office 1:30 PM – 2:30 PM Meeting w/ Ryan Nielsen and Chair Cruz 2:30 PM – 3:00 PM Office 3:00 PM – 5:00 PM East Portland Tax Increment Finance Exploration Committee & Working Groups	8:30 AM – 11:00 AM Office & Internal Staff Meeting 11:00 AM – 11:30 AM Meeting w/ Jeff Miller 11:30 AM – 12:00 PM Telephone Call w/ Donnie Oliveira 12:00 PM – 12:30 PM Telephone Call w/ Bobby Lee 12:30 PM – 1:30 PM Meeting w/ Engage to Change 1:30 PM – 4:00 PM Internal Staff Meetings 4:30 PM – 5:00 PM Telephone Call w/ David Namura	8:00 AM – 9:00 AM Greater Portland Inc., Board Meeting 9:00 AM – 10:00 AM Bi-Weekly w/ Bureau Planning & Sustainability & Office Management Finance 10:00 AM – 12:00 PM Internal Staff Meetings 12:00 PM – 1:00 PM Virtual Conversation with Community Leader, Desiree Williams-Rajee 1:00 PM – 3:00 PM Office & Internal Staff Meeting 3:00 PM – 3:30 PM Meeting w/ New York Life Investors 3:30 PM – 5:00 PM Desk Time	6:00 AM – 10:00PM Office & Internal Staff Meeting 10:00 AM – 10:45 AM Weekly Check-In w/ Commissioner Rubio 11:00 AM – 1:30 PM Attend: Portland Business Journal Luncheon 2:00 PM – 3:00 PM Meeting w/ OMSI 3:00 PM – 5:00 PM Office & Internal Staff Meeting	8:00 AM – 9:00 AM Internal Staff Meeting 9:00 AM – 10:00 AM Monthly Check-In Portland Housing Bureau 10:00 AM – 10:30 AM Meeting w/ Mahonia Public Affairs & Broadway Across America 10:30 AM – 1:30 PM Attend: We Believe in Portland Central City Clean Up Event 2:00 PM – 2:30 PM Meeting w/ Millicent Williams 2:30 PM – 4:00 PM Office 4:00 PM – 5:00 PM Private Appointment

Week April 22 – April 30, 2024

Monday	Tuesday	Wednesday	Thursday	Friday/Monday/Tuesday
8:00 AM – 8:45 AM Internal Staff Meeting 8:45 AM – 9:45 AM Meeting w/ Cheryl Myers 9:30 AM – 10:00 AM Weekly Check-In w/ Commissioner Rubio's Office 10:00 AM – 1:00 PM Office & Internal Staff Meetings 1:00 PM – 2:00 PM Meeting w/ Workplace Change 2:00 PM – 2:30 PM Office 2:30 PM – 3:00 PM Telephone Call w/ Jason Green 3:00 PM – 4:00 PM Monthly Check-In w/ Bureau Planning & Sustainability 4:30 PM – 5:30 PM Attend: Williams & Russel Community Development Corporation Meeting	9:00 AM – 12:00 PM Internal Staff Meetings 1:00 PM – 1:30 PM Bi-Monthly Check-in w/ Mayor Wheeler's Office 1:30 PM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 9:00 AM Monthly Check-In w/ Mike Jordan 10:00 AM – 11:30 AM Office & Internal Staff Meetings 11:30 AM – 12:30 PM Meeting w/ Helmi Hisserich 12:30 PM – 3:00 PM Office & Internal Staff Meetings 3:00 PM – 5:00 PM Meeting w/ Mayor Wheeler's Office & Donnie Oliveira	7:30 AM – 10:00 AM Attend: PSU Annual Real Estate Conference 10:00 AM – 10:45 AM Weekly Check-In w/ Commissioner Rubio 11:00 AM – 11:30 AM Office 12:00 PM – 1:00 PM PRESENT: Central City Standing Committee 1:30 PM – 2:30 PM Internal Staff Meeting 3:00 PM – 5:30 PM Attend: Climate Tech Conference 5:30 PM – 6:00 PM Telephone Call w/ James Parker	7:30 AM – 8:00 AM Internal Staff Meeting 8:00 AM – 10:00 AM Office & Internal Staff Meeting 10:00 AM – 11:00 AM Central City Tax Increment Finance Virtual Office Hours 11:00 AM – 12:00 PM Meeting w/ Various Bureau Directors 1:00 PM – 5:00 PM Office & Internal Staff Meetings _____ **Monday – Tuesday** April 29- April 30 Attend: Best Practice Trip