

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 June 3 – June 7, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:30 AM Meeting w/ Metro	7:00 AM – 10:30 AM Office & Internal Staff Meetings	6:00 AM – 8:30 AM Desk Time	8:30 AM – 10:00 AM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Meeting w/ Millicent Williams & Erin Graham
9:30 AM – 10:00 AM Weekly Meeting w/ Commissioner Rubio’s Office	10:30 AM – 11:30 AM Advance Portland City Implementation Team	8:30 AM – 9:30 AM Meeting w/ Audit Committee Liaisons, Moss Adams & City Auditor	10:00 AM – 11:30 AM Attend: Press Event-Portland Summer Events	9:00 AM – 9:30 AM Office
10:00 AM – 11:30 AM Internal Staff Meetings	11:30 AM – 12:00 PM Desk Time	10:00 AM – 10:30 AM City Council	11:30 AM – 12:30 PM Planning & Development Directors Meeting	10:00 AM – 12:00 PM OMSI Master Plan Bureau Director Coordination w/ OMSI
11:30 AM – 12:30 PM Meeting w/ Greater Portland Inc.	12:00 PM – 1:00 PM Meeting w/ Related Northwest	11:00 AM – 4:30 PM Office & Internal Staff Meetings	1:00 PM – 1:30 PM Meeting w/ Travel Portland	12:30 PM – 1:30 PM Office
1:00 PM – 1:50 PM Meeting w/ Helmi Hisserich	1:00 PM – 1:30 PM Bi-Monthly Check-in w/ Mayor Wheeler’s Office	4:30 PM – 5:00 PM Meeting w/ Mieke Keenan	3:00 PM – 5:00 PM Present: ULI Northwest Event	1:30 PM – 3:00 PM MEET: Director Check-In with Deputy City Administrator Oliveira and Commissioner Rubio’s Office
2:00 PM – 3:00 PM Bi-Monthly Check-In w/ Commissioner Ryan	1:30 PM – 2:00 PM Telephone Call w/ Helmi Hisserich			2:00 PM – 3:00 PM Monthly Meeting w/ Portland Housing Bureau
3:00 PM – 5:00 PM East Portland Tax Increment Finance Exploration-Joint Meeting	2:00 PM – 2:30 PM Monthly Check in w/ Commissioner Gonzalez			2:45 PM – 3:00 PM Join: Sapporo Delegation
	2:00 PM – 3:30 PM Office & Internal Staff Meetings			3:00 PM – 4:00 PM Internal Staff Meeting
	3:30 PM – 4:00 PM Telephone Call w/ Commissioner Slick			5:00 PM – 5:30 PM Telephone Call w/ Chair Cruz
	4:00 PM – 4:45 PM Executive Leadership Team			

Week June 10 – June 14, 2024

Sunday/Monday	Tuesday	Wednesday	Thursday	Friday
Sunday Attend: My Peoples Market	8:30 AM – 12:00 PM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Meeting w/ Workplace Change	8:30 AM – 4:00 PM Internal Staff Training	8:00 AM – 11:00 AM Office & Internal Staff Meetings
Monday 7:30 AM – 8:30 AM Telephone Calls w/ Chair Cruz and Jillian Schoene	12:00 PM – 12:45 PM Weekly Meeting w/ Commissioner Rubio	9:00 AM – 10:00 AM Bi-Weekly w/ Bureau Planning & Sustainability & Office Management Finance	12:00 PM – 1:00 PM Telephone Call w/ Winta Yohannes	11:00 AM – 12:00 PM Bi-Weekly Meeting w/ OMSI
8:30 AM – 9:00 AM Weekly Check-In w/ Donnie Oliveira	1:00 PM – 4:00 PM Internal Staff Meetings	10:00 AM – 11:00 AM Office		12:00 PM – 1:30 PM Desk Time
9:00 AM – 10:30 AM Internal Staff Meetings	4:00 PM – 4:30 PM Monthly Check-In w/ Chair Cruz	11:00 AM – 1:00 PM City Council		1:30 PM – 3:00 PM MEET: Director Check-In with Deputy City Administrator Oliveira and Commissioner Rubio’s Office
10:30 AM – 12:00 PM Advance Portland Advisory Committee		12:00 PM – 1:30 PM Portland Metro Chamber Board Meeting		3:00 PM – 5:00 PM Out of Office
12:00 PM – 3:00 PM Office & Internal Staff Meetings		2:00 PM – 2:30 PM Telephone Call w/ Curtis Robinhold		
3:00 PM – 4:00 PM Meeting w/ Venture Portland		2:30 PM – 3:00 PM Meeting w/ Commissioner Slick		
4:00 PM – 4:30 PM Office		3:30 PM – 4:30 PM Meeting w/ Workplace Change		
4:30 PM – 5:00 PM Meeting w/ Commissioner Hagins		4:30 PM – 5:00 PM Meeting w/ Bobby Lee		