## 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.

Monday	Tuesday	Week of April 28 – May 3, 2024 Wednesday	Thursday	Friday
Wonday	Tuesday	weallesday	8:30 AM – 11:00 AM	8:00 AM – 8:30 AM
		Best Practice Trip Washington D.C.	Office & Internal Staff Meetings	Internal Staff Meeting
				9:00 AM – 9:15 AM
			11:00 AM – 12:30 PM	Telephone Call w/ Catherine Ciarlo
			Planning & Development Directors	9:30 AM – 10:00 AM
			Meeting	Internal Staff Meeting
			12:30 PM – 1:00 PM	10:00 AM – 11:30 AM
			Executive Leadership Team	Bureau Director Coordination
			1:00 PM – 1:30 PM	11:30 AM – 12:15 PM
			Internal Staff Meeting	Internal Staff Meeting
				12:00 PM – 12:30 PM
			1:30 PM – 2:30 PM	Telephone Call w/ Duncan Hwang
			Bi-Weekly w/ Bureau Planning &	12:15 PM – 2:00 PM
			Sustainability & Office Management Finance	Internal Staff Meetings
				2:00 PM – 2:30 PM
			2:30 PM – 3:00 PM	Monthly Check-In w/ Chair Cruz
			Internal Staff Meeting	2:30 PM – 3:15 PM
			3:00 PM - 4:00 PM	Internal Staff Meeting
			Bi-Weekly Check-In w OMSI	3:15 PM – 4:15 PM
			bi weekiy eneek in wolwsi	Private Appointment
			4:00 PM – 5:00 PM	4:15 PM – 5:00 PM
			Internal Staff Meeting	Office
Manday	Tuesday	Week May 6 – May 10, 2024	Thursday	Friday
<b>Monday</b> 8:30 AM – 9:30 AM	Tuesday	Wednesday	Thursday	Friday
ommissioner Briefing w/ Chair Cruz & Commissioner	8:00 AM – 1:00 PM	8:30 AM – 9:00 AM	8:30 AM – 9:00 AM	8:00 AM – 8:45 AM
Alvarez	Office & Internal Staff Meeting	Monthly Check-In w/ Mike Jordan	Internal Staff Meeting	Coffee w/ Sanai Hennesse
9:30 AM – 10:00 AM		Monthly check in wy Mike Soldan	, i i i i i i i i i i i i i i i i i i i	
Office				
Onice	1:00 PM - 1:30 PM	9:00 AM – 1:30 PM	9:00 AM – 9:30 AM	9:00 AM – 1:30 PM
10:00 AM - 11:00 AM	1:00 PM – 1:30 PM Bi-Monthly Check-in w/ Mayor	9:00 AM – 1:30 PM Office & Internal Staff Meetings	9:00 AM – 9:30 AM Weekly Meeting w/ Donnie Oliveira	
10:00 AM – 11:00 AM ommissioner Briefing w/ Commissioner Stoudamire		Office & Internal Staff Meetings	Weekly Meeting w/ Donnie Oliveira	Office & Internal Staff Meetings
10:00 AM – 11:00 AM	Bi-Monthly Check-in w/ Mayor Wheeler's Office	Office & Internal Staff Meetings 2:00 PM – 3:30 PM	Weekly Meeting w/ Donnie Oliveira 10:00 AM – 12:00 PM	Office & Internal Staff Meetings 2:00 PM – 3:00 PM
10:00 AM – 11:00 AM ommissioner Briefing w/ Commissioner Stoudamire Wesley 11:00 AM – 12:00 PM	Bi-Monthly Check-in w/ Mayor Wheeler's Office 1:30 PM – 2:00 PM	Office & Internal Staff Meetings	Weekly Meeting w/ Donnie Oliveira 10:00 AM – 12:00 PM Central City TIF Steering Committee	Office & Internal Staff Meetings
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10:00 AM – 11:00 AM commissioner Briefing w/ Commissioner Stoudamire Wesley 11:00 AM – 12:00 PM Commissioner Briefing w/ Slick & Commissioner Myers	Bi-Monthly Check-in w/ Mayor Wheeler's Office 1:30 PM – 2:00 PM Telephone Call w/ Jessica Elkan	Office & Internal Staff Meetings 2:00 PM – 3:30 PM City Council 4:00 PM – 5:00 PM	Weekly Meeting w/ Donnie Oliveira 10:00 AM – 12:00 PM Central City TIF Steering Committee	Office & Internal Staff Meetings 2:00 PM – 3:00 PM Meeting w/ Felisa Hagins 3:00 PM – 5:00 PM
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