

**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 28 – May 3, 2024**

Monday	Tuesday	Wednesday	Thursday	Friday
		Best Practice Trip Washington D.C.	8:30 AM – 11:00 AM Office & Internal Staff Meetings  11:00 AM – 12:30 PM Planning & Development Directors Meeting  12:30 PM – 1:00 PM Executive Leadership Team  1:00 PM – 1:30 PM Internal Staff Meeting  1:30 PM – 2:30 PM Bi-Weekly w/ Bureau Planning & Sustainability & Office Management Finance  2:30 PM – 3:00 PM Internal Staff Meeting  3:00 PM – 4:00 PM Bi-Weekly Check-In w OMSI  4:00 PM – 5:00 PM Internal Staff Meeting	8:00 AM – 8:30 AM Internal Staff Meeting  9:00 AM – 9:15 AM Telephone Call w/ Catherine Ciarlo  9:30 AM – 10:00 AM Internal Staff Meeting  10:00 AM – 11:30 AM Bureau Director Coordination  11:30 AM – 12:15 PM Internal Staff Meeting  12:00 PM – 12:30 PM Telephone Call w/ Duncan Hwang  12:15 PM – 2:00 PM Internal Staff Meetings  2:00 PM – 2:30 PM Monthly Check-In w/ Chair Cruz  2:30 PM – 3:15 PM Internal Staff Meeting  3:15 PM – 4:15 PM Private Appointment  4:15 PM – 5:00 PM Office

**Week May 6 – May 10, 2024**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:30 AM Commissioner Briefing w/ Chair Cruz & Commissioner Alvarez  9:30 AM – 10:00 AM Office  10:00 AM – 11:00 AM Commissioner Briefing w/ Commissioner Stoudamire Wesley  11:00 AM – 12:00 PM Commissioner Briefing w/ Slick & Commissioner Myers  12:00 PM – 12:30 PM Telephone Call w/ Catherine Ciarlo  1:00 PM – 1:45 PM Weekly Meeting w/ Commissioner Rubio’s Office  2:00 PM – 2:30 PM North Star & Prosper Portland Check In  2:30 PM – 3:30 PM Office  3:30 PM – 4:30 PM Meeting w/ Workplace Change  5:00 PM – 8:00 PM Oregon Tech Awards	8:00 AM – 1:00 PM Office & Internal Staff Meeting  1:00 PM – 1:30 PM Bi-Monthly Check-in w/ Mayor Wheeler’s Office  1:30 PM – 2:00 PM Telephone Call w/ Jessica Elkan  2:00 PM – 2:30 PM Monthly Check-In w/ Commissioner Gonzalez  2:30 PM – 3:00 PM Office  3:00 PM – 5:00 PM Board of Commissioners Meeting	8:30 AM – 9:00 AM Monthly Check-In w/ Mike Jordan  9:00 AM – 1:30 PM Office & Internal Staff Meetings  2:00 PM – 3:30 PM City Council  4:00 PM – 5:00 PM Office	8:30 AM – 9:00 AM Internal Staff Meeting  9:00 AM – 9:30 AM Weekly Meeting w/ Donnie Oliveira  10:00 AM – 12:00 PM Central City TIF Steering Committee Meeting  11:30 AM – 1:00 PM Executive Leadership Team  1:00 PM – 3:00 PM Office & Internal Staff Meetings  3:00 PM – 4:30 PM Meeting w/ Workplace Change	8:00 AM – 8:45 AM Coffee w/ Sanai Hennesse  9:00 AM – 1:30 PM Office & Internal Staff Meetings  2:00 PM – 3:00 PM Meeting w/ Felisa Hagins  3:00 PM – 5:00 PM Out of Office