

**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 May 13 – May 17, 2024**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 AM – 9:00 AM Office	8:00 AM – 11:00 AM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Greater Portland Inc., Board Meeting	8:00 AM – 9:30 AM Office & Internal Staff Meetings	8:00 AM – 1000 AM Internal Staff Meetings
9:00 AM – 10:00 AM Bi-Weekly w/ Bureau Planning & Sustainability & Office Management Finance	11:30 AM – 1:30 PM Travel Portland Annual Awards and State of the Industry 2024	9:00 AM – 10:00 AM Meeting w/ Workplace Change	9:30 AM – 10:15 AM Meeting w/ Angela Rico	10:00 AM – 10:30 AM Portland Metro Chamber Breakfast Forum Prep Call
10:00 AM – 1:00 PM Office & Internal Staff Meeting	2:00 PM – 2:30 PM Weekly Check-In w/ Donnie Oliveira	10:00 AM – 11:30 AM Internal Staff Meeting	10:30 AM – 11:00 AM Meeting w/ Workplace Change	10:30 AM – 11:00 AM Internal Staff Meeting
1:00 PM – 1:45 PM Weekly Check-In w/ Commissioner Rubio	2:30 PM – 5:00 PM Office & Internal Staff Meetings	12:00 PM – 1:30 PM Portland Metro Chamber Board Meeting	11:00 AM – 4:30 PM Office & Internal Staff Meetings	11:00 AM – 12:00 PM Bi-Weekly Check-In w/ OMSI
1:45 PM – 3:00 PM Office		1:00 PM – 2:30 PM Attend: Aligning Civic Engagement, NorthStar	5:00 PM – 9:00 PM Attend: Celebrate Trade Gala	12:30 PM – 1:00 PM Meeting w/ Raihana Ansary
3:00 PM – 3:30 PM Meeting w/ Bridgid Blackburn		3:00 PM – 3:30 PM Internal Staff Meeting		1:30 PM – 3:00 PM MEET: Director Check-In with Deputy City Administrator Oliveira and Commissioner Rubio’s Office
3:30 PM – 4:30 PM Meeting w/ Helmi Hisserich		4:00 PM – 5:00 PM City Council		3:15 PM – 4:00 PM Private Appointment
4:30 PM – 5:00 PM Office		4:00 PM – 7:00 PM Rose Festival: Partner Kick-Off Party		4:00 PM – 5:00 PM Office

**Week May 20 – May 24, 2024**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 AM – 9:00 AM Internal Staff Meeting	8:00 AM – 11:00 AM Internal Staff Meetings	8:00 AM – 9:30 AM Supplier Diversity Executive Roundtable	8:30 AM – 10:00 AM Panelist: Portland Metro Chamber Breakfast Forum	8:30 AM – 1:30 PM Office & Internal Staff Meetings
9:00 AM – 9:30 AM Commissioner Briefing w/ Chair Cruz	11:15 AM – 12:00 PM Meeting w/ Office Government Relations	10:00 AM – 10:30 AM Portland Business Journal Interview	9:00 AM – 4:30 PM Executive Leadership Team Retreat	1:30 PM – 3:00 PM MEET: Director Check-In with Deputy City Administrator Oliveira and Commissioner Rubio’s Office
9:30 AM – 10:00 AM Weekly Meeting w/ Commissioner Rubio’s Office	12:00 PM – 12:30 PM Office	10:15 AM – 11:15 AM City Council		3:00 PM – 5:00 PM Out of Office
10:00 AM – 11:30 AM Office & Internal Staff Meeting	12:30 PM – 1:00 PM Commissioner Briefing w/ Commissioner Slick	11:15 AM – 1:00 PM Office & Internal Staff Meeting		
12:00 PM – 1:00 PM Lunch Meeting w/ Helmi Hisserich	1:00 PM – 1:30 PM Bi-Monthly Check-in w/ Mayor Wheeler’s Office	1:00 PM – 2:30 PM Meeting w/ Workplace Change		
1:30 PM – 2:00 PM Commissioner Briefing w/ Commissioner Myers & Commissioner Alvarez	1:30 PM – 2:30 PM Internal Staff Meeting	3:00 PM – 3:30 PM Meeting w/ Ruth Levine		
2:00 PM – 2:30 PM Office	2:30 PM – 2:45 PM Commissioner Briefing w/ Commissioner Stoudamire Wesley	3:45 PM – 4:00 PM Phone Call w/ Nitin Rai		
2:30 PM – 3:30 PM Monthly Check-In Portland Housing Bureau	3:00 PM – 3:30 PM Meeting w/ Commissioner Mapps			
3:30 PM – 4:00 PM Meeting w/ Christina Ghan	3:30 PM – 4:00 PM Meeting w/ Commissioner Rubio’s Office			
4:00 PM – 4:30 PM Weekly Meeting w/ Donnie Oliveira	4:00 PM – 5:00 PM Board of Commissioner Meeting			