

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 27 – May 31, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	9:00 AM – 10:00 AM Bi-Weekly w/ Bureau Planning & Sustainability & Office Management Finance 10:00 AM – 1:30 PM Office & Internal Staff meetings 1:30 PM – 2:00 PM Weekly Check-In w/ Donnie Oliveira 2:00 PM – 2:30 PM Weekly Meeting w/ Commissioner Rubio’s Office 2:30 PM – 2:55 PM Internal Staff Meeting 3:00 PM – 5:00 PM Deputy City Administrator Work Session	7:00 AM – 2:00 PM Office & Internal Staff Meetings 2:00 PM – 4:00 PM City Council 4:00 PM – 5:00 PM Attend: Events and Film Grant Awardees Reception 4:00 PM – 4:30 PM Telephone Call w/ Sinia Hennessee	7:00 AM – 10:00 AM Office & Internal Staff Meetings 10:00 AM – 10:45 AM Weekly Meeting w/ Commissioner Rubio 10:45 AM – 11:30 AM Monthly Check-In w/ Bureau Planning & Sustainability 11:00 AM – 1:00 PM Internal Staff Meetings 1:00 PM – 3:00 PM Attend Elevate Oregon 3:00 PM – 4:00 PM Bi-Weekly Check-In w/ OMSI 4:00 PM – 5:00 PM Meeting w/ Workplace Change 5:30 PM – 8:30 PM Attend: IRCO Annual Gala	8:30 AM – 9:15 AM Meeting w/ Sarah Zahn 9:30 AM – 11:00 AM Office & Internal Staff Meeting 11:00 AM – 12:00 PM Meeting w/ Various Bureau Directors 12:00 PM – 1:30 PM Internal Staff Meetings 1:30 PM – 3:00 PM MEET: Director Check-In with Deputy City Administrator Oliveira and Commissioner Rubio’s Office 3:00 PM – 3:45 PM Office 3:45 PM – 4:15 PM Weekly Check-In w/ Donnie Oliveira 5:30 PM – 9:30 PM Coalition of Communities of Color Summer Soiree