

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 August 12 – August 16, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 9:30 AM Office & Internal Staff Meeting	9:00 AM – 9:30 AM Office	8:30 AM – 9:30 AM Internal Staff Meeting	8:00 AM – 9:30 AM Office & Internal Staff Meeting	8:30 AM – 9:30 AM Meeting w/ Chair Cruz
9:30 AM – 10:00 AM Weekly Meeting w/ Deputy City Administrator	10:00 AM – 11:00 AM Meeting w/ Mayor Wheeler’s Office	10:00 AM – 10:30 AM City Council	9:30 AM – 10:30 AM Meeting w/ Commissioner Rubio	9:30 AM – 11:00 AM Office & Internal Staff Meeting
10:00 AM – 1:00 PM Internal Staff Meetings	11:00 AM – 12:00 PM Internal Staff Meeting	11:00 AM – 2:00 PM Office	10:30 AM – 11:00 AM Telephone Call w/ Heather Chao & Kelly Bonsall	11:00 AM – 11:45 AM Meeting w/ NWCC Board
1:00 PM – 2:00 PM Weekly Council Advisory Briefing Meeting	12:00 PM – 1:00 PM Lunch w/ Marissa Madrigal	2:00 PM – 4:30 PM Office & Internal Staff Meeting	10:45 AM – 11:00 AM Telephone Call w/ Commissioner Slick	12:00 PM – 1:30 PM Office & Internal Staff Meeting
1:15 PM – 2:00 PM Meeting w/ Donnie Oliveira:	1:00 PM – 1:30 PM Bi-Monthly Check-in w/ Mayor Wheeler’s Office	4:30 PM – 4:50 PM Meeting w/ Portland Housing Bureau	11:00 AM – 2:00 PM Internal Staff Meetings	1:30 PM – 3:00 PM Meeting w/ Deputy City Administrator & Commissioner Rubio’s Office
2:00 PM – 3:00 PM Office & Internal Staff Meeting	1:30 PM – 3:30 PM Office & Internal Staff Meeting		2:00 PM – 2:05 PM Telephone Call w/ David Kuhnhausen	3:00 PM – 5:00 PM Private Appointment
3:30 PM – 4:00 PM Telephone Calls w/ Caitlin Baggot and Jim Etzel	3:30 PM – 4:30 PM East Portland Tax Increment Finance Exploration Steering Committee Meeting		2:05 PM – 2:35 PM Monthly Check-In w/ Chair Cruz	
4:00 PM – 4:30 PM Weekly Connect w/ Commissioner Rubio’s Office	4:30 PM – 5:00 PM Office		2:35 PM – 5:00 PM Office & Internal Staff Meeting	
4:30 PM – 5:00 PM Weekly Check-In w/ Donnie Oliveira				
4:30 PM – 8:30 PM Attend: PDX Housewarming				

Week August 19 – August 23, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 9:00 AM Office & Internal Staff Meeting	8:30 AM – 12:00 PM Office & Internal Staff Meeting	8:45 AM – 9:30 AM Coffee w/ Kimberly Cooper	7:30 AM – 8:30 AM Breakfast with Bobby Lee & Mayor Wheeler	8:00 AM – 8:15 AM Telephone call w/ Erin Graham
9:30 AM – 10:00 AM Meeting w/ Deputy City Administrator & Directors	12:00 PM – 1:30 PM Private Appointment	10:00 AM – 11:30 AM Office & Internal Staff Meeting	8:30 AM – 2:30 PM Office & Internal Staff Meetings	8:15 AM – 9:00 AM Office
10:00 AM – 2:30 PM Office & Internal Staff Meetings	1:30 PM – 4:30 PM Office & Internal Staff Meeting	11:30 AM – 12:00 PM Greater Portland Economic Development District Task Force Meeting	2:30 PM – 3:15 PM Meeting w/ Donnie Oliveira & City Budget Office	9:00 AM – 10:00 AM Commissioner Briefing w/ Commissioner Felisa Hagins
2:30 PM – 3:30 PM Personal Appointment		12:00 PM – 3:30 PM Office & Internal Staff Meeting	3:15 PM – 4:00 PM Office	10:00 AM – 1:30 PM Office & Internal Staff Meetings
4:00 PM – 4:30 PM Weekly Connect – w/ Commissioner Rubio’s Office		3:30 PM – 4:00 PM Meeting w/ Director Williams		1:30 PM – 3:00 PM Meeting w/ Deputy City Administrator & Commissioner Rubio’s Office
4:30 PM – 5:00 PM Weekly Meeting w/ Donnie Oliveira		4:00 PM – 5:00 PM Meeting w/ Kieth Leavitt		2:00 PM – 4:00 PM Private Appointment
		5:00 PM – 6:00 PM Telephone Call w/ Chair Cruz		