

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 July 15 – July 19, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 2:00 PM Out of Office	8:00 AM – 1:00 PM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Greater Portland Inc., Board Meeting	8:00 AM – 10:30 AM Office & Internal Staff Meeting	9:00 AM – 14:00 AM Internal Staff Meetings
9:30 AM – 10:00 AM Meeting w/ Deputy City Administrator & Directors	1:00 PM – 1:30 PM Bi-Monthly Check-in w/ Mayor Wheeler’s Office	9:00 AM – 10:30 AM Office	11:00 AM – 11:45 AM Monthly Check-In w/ Commissioner Ryan	11:30 AM – 12:30 PM Meeting w/ Portland Housing Bureau
2:30 PM – 3:00 PM Weekly Meeting w/ Donnie Oliveira	1:30 PM – 2:00 PM Office	10:30 AM – 11:30 AM Meeting w/ Nate McCoy & Cinna’Mon Williams	1:30 PM – 3:00 PM Internal Staff Meetings	12:30 PM – 1:00 PM Meeting w/ Workplace Change
3:00 PM – 4:30 PM Internal Meetings	2:00 PM – 2:30 PM Telephone Call w/ Kimiko Matsuda	11:30 AM – 4:00 PM Office & Internal Staff Meetings	3:00 PM – 4:00 PM Monthly Check-In Portland Housing Bureau	1:00 PM – 2:00 PM Meeting w/ Deputy City Administrator & Commissioner Rubio’s Office
4:30 PM – 5:00 PM Meeting w/ Tyrone Poole & Mark Jackson	2:30 PM – 4:00 PM Internal Staff Meeting		4:00 PM – 4:15 PM Telephone Call w/ Heather Wilson, CEO, AIA Oregon Chapter	2:00 PM – 5:00 PM Out of Office

Week July 22 – July 26, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 9:00 AM Office	8:15 AM – 8:30 AM Meeting w/ Sam Chase	8:30 AM – 9:00 AM Meeting w/ Mayor Wheeler	8:30 AM – 2:00 PM Greater Portland Economic Development District Board Meeting	8:30 AM – 11:00 AM Office & Internal Staff Meetings
9:30 AM – 10:00 AM Meeting w/ Deputy City Administrator & Directors	8:30 AM – 2:00 PM Office & Internal Staff Meetings	9:00 AM – 2:30 PM Office & Internal Staff Meetings	3:00 PM – 4:00 PM Bi-Weekly Meeting w/ OMSI	11:00 AM – 12:00 PM Meeting w/ Portland Housing Bureau & OMSI
10:00 AM – 11:00 AM Visit to Portland Community College Opportunity Center	2:00 PM – 4:00 PM Meeting w/ Portland Housing Bureau	2:45 AM – 3:00 PM Meeting w/ Mayor Wheeler	4:00 PM – 4:30 PM Internal Staff Meeting	12:00 PM – 1:00 PM Meeting w/ Donnie Oliveira & Jonas Biery
11:00 AM – 12:00 PM Office & Internal Staff Meeting		3:00 PM – 3:45 PM Meeting w/ Mayor Wheeler & Craig Cheek		1:00 PM – 1:30 PM Meeting w/ Caitlin Baggot
1:00 PM – 2:00 PM Meeting w/ Deputy City Administrator & Directors				1:30 PM – 3:00 PM Meeting w/ Deputy City Administrator & Commissioner Rubio’s Office
2:00 PM – 3:00 PM Internal Staff Meeting				3:00 PM – 5:00 PM Office
3:00 PM – 4:00 PM Monthly Check-In w/ Bureau Planning & Sustainability				
4:00 PM – 4:30 PM Internal Staff Meeting				
4:30 PM – 5:00 PM Weekly Meeting w/ Donnie Oliveira				