

**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 September 2– September 6, 2023**

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	8:30 AM – 9:00 AM Weekly Meeting w/ Deputy City Administrator  9:00 AM – 9:30 AM Office  9:30 AM – 12:00 PM City Council Work Session  12:00 PM – 4:00 PM Office & Internal Staff Meetings  4:00 PM – 5:00 PM Weekly Check-In w/ Donnie Oliveira	9:30 AM – 2:00 PM Office & Internal Staff Meetings  2:00 PM – 2:45 PM City Council  3:00 PM – 5:00 PM Office	8:30 AM – 9:00 AM Staff Meeting  9:00 AM – 10:00 AM Meeting w/ Colas Construction & BEAM Development  10:00 AM – 11:00 AM Internal Staff Meeting  11:00 AM – 11:45 AM Planning & Development Directors Meeting  12:00 PM – 3:00 PM Office & Internal Staff Meetings  3:00 PM – 3:45 PM Meeting w/ Caitlin Baggott Davis  4:00 PM – 5:00 PM Internal Staff Meetings	8:30 AM – 9:00 AM Check-In w/ Mayor Wheeler’s Office  9:00 AM – 10:30 AM Office & Internal Staff Meetings  10:30 AM – 11:00 AM Weekly Check-In w/ Donnie Oliveira  11:30 AM – 12:30 PM MEET: Commissioner Gonzalez  1:00 PM – 1:30 PM Office  1:30 PM – 3:00 PM Meeting w/ Deputy City Administrator & Commissioner Rubio’s Office  2:00 PM – 5:15 PM Staff Meeting

**Week September 9 – September 13, 2023**

Monday	Tuesday	Wednesday	Thursday	Friday/Saturday
8:00 AM – 9:30 AM Office & Internal Staff Meeting  9:30 AM – 10:00 AM Weekly Meeting w/ Deputy City Administrator  10:00 AM – 11:00 AM Internal Staff Meeting  11:00 AM – 12:00 PM Meeting w/ Home Forward  12:00 PM – 12:30 PM Internal Staff Meeting  12:30 PM – 1:00 PM Bi-Monthly Check-in w/ Mayor Wheeler’s Office  1:00 PM – 5:00 PM Office & Internal Staff Meetings	8:00 AM – 10:30 AM Office & Internal Staff Meeting  10:30 AM – 12:00 PM Advance Portland Advisory Committee  12:00 PM – 2:00 PM Office & Internal Staff Meeting  2:00 PM – 3:00 PM Meeting w/ Prosper Portland, Planning & Sustainability & PGE  3:00 PM – 4:00 PM Office  4:00 PM – 4:30 PM Telephone Call w/ Pippa Arend  4:30 PM – 5:30 PM Office & Internal Staff Meeting	8:00 AM – 8:45 AM Meeting w/ Julia Brim-Edwards  9:45 AM – 11:30 AM City Council  12:00 PM – 1:30 PM Portland Metro Chamber Board Meeting  2:00 PM – 5:00 PM Office & Internal Staff Meeting	8:30 AM – 11:00 AM Office & Internal Staff Meetings  9:45 AM – 10:00 AM Telephone Call w/ Millicent Williams  11:00 AM – 11:30 AM Telephone Call w/ Jonas Biery  11:30 AM – 1:00 PM Monthly Executive Leadership Team  1:30 PM – 4:30 PM Office & Internal Staff Meetings  4:30 PM – 5:00 PM Monthly Check-In w/ Chair Cruz	8:00 AM – 1:30 PM Office & Internal Staff Meetings  1:30 PM – 3:00 PM Meeting w/ Deputy City Administrator & Commissioner Rubio’s Office  2:00 PM – 3:00 PM Commissioner Briefing w/ Commissioner Slick & Commissioner Hagins  3:30 PM – 5:00 PM Office & Internal Staff Meetings  5:30 PM – 9:30 PM Hispanic Metropolitan Chamber Gala  <hr/> <b>Saturday</b> 5:00 PM – 8:00 PM Rosewood Growing Together Gala