PROSPER PORTLAND

Executive Director Calendar

These weekly calendars represent Interim Executive Director Shea Flaherty-Betin's regular schedule of meetings plus any additional special meetings. The Director is often double-booked, and their calendar may change on short notice.

Week of December 2 – December 6, 2024

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:30 AM Office 9:30 AM – 10:00 AM Meeting w/ Deputy City Administrator Oliveira 10:00 AM – 5:00 PM Office & Internal Staff Meetings	8:00 AM – 9:00 AM Meeting w/ Jonas Biery 9:00 AM – 5:00 PM Office & Internal Staff Meetings	8:00 AM – 10:30 AM Attend: 2024 Economic Summit 11:00 AM – 2:30 PM Office & Internal Staff Meetings 2:30 PM – 3:00 PM Meeting w/ Kathryn King 3:00 PM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 12:00 PM Greater Portland Inc. Board Retreat 12:30 PM – 1:00 PM Weekly Check-In w/ Donnie Oliveira 1:30 PM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 10:00 AM Office & Internal Staff Meeting 10:00 AM – 11:00 AM Monthly Check-In w/ Bureau Planning Sustainability 11:00 AM – 1 :30 PM Office & Internal Staff Meetings 1:30 PM – 2:30 PM Meeting w/ Community Economic Development Service Area 3:00 PM – 4:00 PM Meeting w/ Mayor Elect Wilson & Donnie Oliveira

Week December 9 – December 13, 2024

Monday	Tuesday	Wednesday	Thursday	Friday/Saturday
7:30 AM – 8:30 PM Coffee w/ Kimberly Branam 8:30 AM – 4:00 PM Oregon Business Plan Leadership Summit 9:30 AM – 10:00 AM Meeting w/ Deputy City Administrator Oliveira 1:30 PM – 2:30 PM Meeting w/ Community Economic Development Service Area	8:00 AM – 4:30 PM Office & Internal Staff Meetings 4:30 PM – 5:00 PM Monthly Check-In w/ Chair Cruz	8:30 AM – 4:00 PM Board of Commissioners Retreat	8:00 AM – 11:30 AM Office & Internal Staff Meetings 11:30 AM – 1:00 PM Monthly Executive Leadership Team Meeting 1:00 PM – 4:00 PM Office & Internal Staff Meetings 4:30 PM – 8:00 PM Attend: National Association of Minority Contractors 2024 Celebration	8:00 AM – 10:00 AM Office & Internal Staff Meetings 10:00 AM – 10:30 AM Meeting w/ Gary Cunningham & Gene Gelgelu 10:30 AM – 1:30 PM Office & Internal Staff Meetings 1:30 PM – 2:30 PM Meeting w/ Community Economic Development Service Area 2:30 PM – 3:30 PM Weekly Meeting w/ Deputy City Administrator Oliveira 3:30 PM – 5:00 PM Office