

**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 October 14 – October 18, 2024**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:30 AM Office	8:30 AM – 10:00 AM Office & Internal Staff Meetings	8:30 AM – 10:30 AM Office & Internal Staff Meetings	8:30 AM – 10:00 AM Office & Internal Staff Meetings	9:00 AM – 9:30 AM Monthly Check-In w/ Commissioner Gonzalez
9:30 AM – 10:00 AM Meeting w/ Deputy City Administrator Oliveira	10:00 AM – 11:30 AM 100 Day Community Economic Development Service Area Town Hall	10:30 AM – 10:45 AM Telephone Call w/ Chair Cruz	10:00 AM – 6:00 PM Timberlab Presentation, Lunch, & Tour	10:00 AM – 11:00 AM Office & Internal Staff Meetings
10:00 AM – 12:00 PM Office & Internal Staff Meetings	11:30 AM – 12:00 PM Internal Staff Meeting	10:45 AM – 2:30 PM Office & Internal Staff Meetings	4:15 PM – 5:15 PM Meeting w/ Portland Diamond Project	11:00 AM – 12:00 PM Monthly Check-In Portland Housing Bureau
1:00 PM – 3:00 PM Office & Internal Staff Meetings	12:00 PM – 1:30 PM Monthly Better Business Portland Board Meeting	2:30 PM – 3:00 PM Meeting w/ Millicent Williams		1:00 PM – 5:00 PM Office & Internal Staff Meetings
3:00 PM – 4:00 PM Community and Economic Development Meeting	1:30 PM – 4:50 PM Internal Staff Meetings	3:00 PM – 4:00 PM Weekly Check-In w/ Donnie Oliveira		
4:00 PM – 5:00 PM Office	4:00 PM – 7:30 PM Better Portland Board Discussion	4:00 PM – 4:30 PM Office		
5:00 PM – 7:00 PM Reimagine Oregon Awardee Celebration		5:00 PM – 6:30 PM Meeting w/ Chair Cruz & Portland Metro Chamber		

**Week October 21 – October 25, 2024**

Monday	Tuesday	Wednesday	Thursday	Friday/Saturday
9:30 AM – 10:00 AM Meeting w/ Deputy City Administrator Oliveira	8:00 AM – 9:00 AM Coffee w/ Commissioner Alvarez	9:00 AM – 2:00 PM Office & Internal Staff Meetings	8:30 AM – 12:00 PM Office & Internal Staff Meetings	8:30 AM – 9:30 AM Coffee w/ Skip Newberry
10:00 AM – 12:00 PM Office & Internal Staff Meetings	9:00 AM – 4:00 PM Office & Internal Staff Meetings	2:00 PM – 5:00 PM Portland City Council	12:00 PM – 1:00 PM Meeting w/ Moss Adams & City Auditor's Office	10:00 AM – 11:00 AM Monthly Check-In w/ Bureau Planning Sustainability
12:00 PM – 1:00 PM Lunch w/ Commissioner Slick	4:00 PM – 6:00 PM Attend: Portland Means Progress		1:00 PM – 2:00 PM Office	11:00 AM – 11:50 AM Internal Staff Meeting
1:00 PM – 4:00 PM Office & Internal Staff Meetings			2:00 PM – 3:00 PM Great Portland Development District	12:00 PM – 1:00 PM Lunch w/ Commissioner Stoudamire
4:00 PM – 5:00 PM Weekly Meeting w/ Donnie Oliveira			3:00 PM – 5:00 PM Attend: Navigating Change - A State of the City	1:30 PM – 2:30 PM Community Economic Development Service District
				2:30 PM – 3:00 PM Internal Staff Meeting
				2:30 PM – 7:00 PM Attend: Made in Old Town   Launch Event