

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 February 3 – February 7, 2025

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 10:00 AM Office	8:30 AM – 2:00 PM Office & Internal Staff Meetings	8:30 AM – 1:00 PM Office & Internal Staff Meetings	8:30 AM – 9:30 AM Meeting w/ Councilor Green	8:30 AM – 9:15 AM Coffee w/ Claudia Arana Colen
10:00 AM – 11:00 AM Weekly Check-In w/ Deputy City Administrator Oliveira	2:00 PM – 3:00 PM Meeting w/ District 4 Councilors	1:00 PM – 2:30 PM Meeting w/ Portland Housing Bureau	9:30 AM – 1:00 PM Office & Internal Staff Meetings	9:30 AM – 11:30 AM Office
11:00 AM – 1:00 PM Office	3:00 PM – 4:00 PM Desk Time	2:30 PM – 3:15 PM Office	1:00 PM – 2:00 PM Meeting w. Councilor	12:00 PM – 1:00 PM Lunch w/ Samuel Dicke
1:00 PM – 1:30 PM Meeting w/ Deputy City Administrator Oliveira	4:00 PM – 5:00 PM Meeting w/ Deputy City Administrator Oliveira	3:15 PM – 4:15 PM Meeting w/ Council President Pirtle-Guiney	2:15 PM – 2:45 PM Meeting w/ Councilor Dunphy	1:00 PM – 2:30 PM Office
1:30 PM – 5:00PM Office & Internal Staff Meetings			3:15 PM – 5:00 PM Internal Staff Meetings	2:30 PM – 5:00 PM Private Appointment

Week February 10 – February 14, 2025

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 8:45 AM Meeting w/ Mayor	8:30 AM – 9:00 AM Office	8:30 AM – 9:15 AM Coffee w/ Rachel Smolkin	8:30 AM – 5:00 PM Office & Internal Staff Meetings	8:45 AM – 5:00 PM Office & Internal Staff Meetings
8:45 AM – 9:30 AM Commissioner Briefing w/ Chair Cruz & Commissioner Hagins	9:00 AM – 9:50 AM Meeting w/ Office Government Relations	10:00 AM – 3:00 PM Office & Internal Staff Meetings		
9:30 AM – 10:30 AM Commissioner Briefing w/ Commissioner Stoudamire Wesley	10:00 AM – 11:30 AM Advance Portland Advisory Committee	3:00 PM – 5:00 PM Board of Commissioners Meeting		
11:00 AM – 12:00 PM Meeting w/ Panic Inc.	11:30 AM – 5:00 PM Office & Internal Staff Meetings	5:45 PM – 6:45 PM Ankeny Alley Winter Light Festival Ceremonial Lighting		
12:30 PM – 1:00 PM Office				
1:00 PM – 1:30 PM Meeting w/ Deputy City Administrator Oliveira				
1:30 PM – 2:30 PM Commissioner Briefing w/ Commissioner Slick & Commissioner Alvarez				
2:30 PM – 4:00 PM Internal Staff Meetings				
4:00 PM – 5:00 PM Weekly Check-In w/ Deputy City Administrator Oliveira				