

**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 30 – January 3, 2025**

Monday	Tuesday	Wednesday	Thursday	Friday
Office Closed	Office Closed	Holiday	8:00 AM – 5:00 PM Office & Internal Staff Meetings	8:30 AM – 1:30 PM Office & Internal Staff Meeting  1:30 PM – 2:30 PM Meeting w/ Community Economic Development Service Area  2:30 PM – 5:00 PM Office & Internal Staff Meetings

**Week January 6 – January 10, 2025**

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:30 PM Internal Staff Meeting  9:30 AM – 10:00 AM Meeting w/ Deputy City Administrator Oliveira  1:00 AM – 4:00 PM Office & Internal Staff Meetings  4:00 PM – 4:45 PM Meet: Councilor Smith, DCA Oliveira, and Community & Economic Development Service Area	8:00 AM – 10:45 AM Office & Internal Staff Meeting  10:45 AM – 11:15 AM Telephone Call w/ Joy Church  11:15 AM – 12:45 PM Office  12:45 PM – 1:00 PM Telephone Call w/ Angel Medina  1:00 PM – 2:00 PM Office  2:00 PM – 4:00 PM City Council  3:00 PM – 3:30 PM Meeting w/ Sarah Greenman  4:00 PM – 5:00 PM Weekly Check-In w/ DCA Oliveira	8:30 AM – 4:30 PM Office & Internal Staff Meetings  4:30 PM – 5:00 PM Monthly Check-In w/ Chair Cruz	8:30 AM – 9:00 AM Internal Staff Meeting  9:00 AM – 10:30 AM Planning & Development Directors Meeting  10:30 AM – 11:30 AM Office  11:30 AM – 1:00 PM Monthly Executive Leadership Team meeting  1:00 PM – 5:00 PM Internal Staff Meetings	8:00 AM – 9:30 AM Portland Metro Workforce Development Board Meeting  9:30 AM – 1:30 PM Office & Internal Staff Meetings  1:30 PM – 2:30 PM Meeting w/ Community Economic Development Service Area  2:30 PM – 5:00PM Office