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 January 13 – January 17, 2025

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:30 AM Commissioner Briefing w/ Chair Cruz & Commissioner Stoudamire Wesley 9:30 AM – 10:00 AM Meeting w/ Deputy City Administrator Oliveira 10:00 AM – 1:00 PM Office 1:00 PM – 2:00 PM Commissioner Briefing w/ Commissioners Slick & Alvarez 2:00 PM – 3:00 PM Internal Staff Meeting 4:00 PM – 5:00 PM Weekly Check-In w/ Deputy City Administrator Oliveira	8:00 AM – 9:00 AM Office 9:00 AM – 9:50 AM Monthly Meeting w/ Government Relations 9:50 AM – 1:00 PM Office & Internal Staff Meetings 1:00 PM –3:30 PM Personnel Interviews 3:30 PM – 5:00 PM Office	9:00 AM – 9:45 AM Coffee w/ Michael Jonas 10:30 AM – 11:00 AM Meeting w/ Monique Claiborne 11:00 AM – 11:30 AM Office 12:00 PM – 1:00 PM 2025 Greater Portland Inc., Executive Committee Meeting 1:30 PM – 3:00 PM Office 3:00 PM – 5:00 PM Board of Commissioners Meeting	8:00 AM – 12:00 PM Office & Internal Staff Meeting 12:00 PM – 1:00 PM City Bureau Internal Coordination 1:00 PM – 2:30 PM Office & Internal Staff Meeting 2:30 PM – 3:00 PM Telephone Call w/ Peter Platt 3:00 PM – 5:00 PM Office & Internal Staff Meeting	8:30 AM – 9:00 PM Office 9:00 AM – 10:00 AM Monthly Meeting w/ Community Economic Development & Office Government Relations 10:00 AM – 11:30 AM Internal Staff Meetings 11:30 AM – 12:30 PM Meeting w/ Portland Metro Chamber 12:30 PM – 1:30 PM Office 1:30 PM – 2:30 PM Meeting w/ Community Economic Development Service Area 2:30 PM – 5:00PM Office

Week January 20 – January 24, 2025

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	8:30 AM – 9:15 AM Coffee w/ Susan Bladholm 9:30 AM – 12:30 PM Internal Staff Meetings 12:30 PM – 1:00 PM Meeting w/ Thad Fisco 1:00 PM – 2:30 PM Prosper Portland Community Budget Committee 2:30 PM – 3:30 PM Internal Staff Meetings 3:30 PM – 4:00 PM Meeting w/ Marcelino Alvarez 4:00 PM – 5:00 PM Office	8:30 AM – 12:30 PM Office & Internal Staff Meetings 1:00 PM – 2:00 PM Meeting w/ Councilor Dunphy 2:30 PM – 4:00 PM Office & Internal Staff Meeting 4:00 PM – 5:00 PM Weekly Check-In w/ CDA Oliveira	8:00 AM – 9:00 AM Coffee w/ Chair Cruz 9:00 AM – 4:30 PM Internal Staff Training	9:00 AM – 10:30 AM Attend: Reimagine Portland 11:00 AM – 12:00 PM Internal Staff Meetings 12:30 PM – 1:30 PM Meeting w/ Grace Stratton 1:00 PM – 5:00 PM Office & Internal Staff Meetings