## 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 May 12 - May 16, 2025

Monday	Tuesday	Wednesday	Thursday	Friday
				8:30 AM – 9:00 AM
8:30 AM – 9:30 AM	8:00 AM – 2:00 PM	8:00 AM – 9:30 AM	7:00 AM – 8:00 AM	Internal Staff Meeting
Commissioner Briefing w/ Chair Cruz & Commissioner Stoudamire Wesley	Office	Office	Meeting w/ Mayor Keith Wilson and Newlab	9:00 AM – 10:30 AM
	2:15 PM – 3:00 PM	10:00 AM – 10:30 AM		Personnel Interview
9:30 AM – 10:30 AM Office	Meeting w/ Emma Chitwood & Stephen Green	Meeting / Donnie Oliveira, and Director Kuhnhausen	8:00 AM – 1:00 PM Office	10:30 AM – 11:00 AM Office
10:30 AM – 11:30 AM  Commissioner Briefing w/ Commissioner  Hagins & Commissioner Alvarez	3:00 PM – 3:30 PM Office	10:30 AM –2:00 PM Office & Internal Staff Meetings	1:00 PM – 2:30 PM Personnel Interview	11:00 AM – 11:45 AM Personnel Interview
11:30 AM – 3:00 PM Office	3:30 PM – 4:00 PM Telephone Call w/ Izzy Meda 4:00 PM – 5:00 PM	2:00 PM – 6:00 PM City Council Work Session	2:30 PM – 3:00 PM Meet w/ Chair Cruz & Commissioner Hagins	12:00 PM – 2:00 PM Meeting w/ Chair Cruz, Commissioner Hagins & Donnie Oliveira
3:00 PM – 3:30 PM Meeting w/ Donnie Oliveira	Office		3:00 PM – 4:00 PM Personnel Interview	2:00 PM – 2:30 PM Interview w/ Oregonian
3:30 PM – 5:00 PM Office & Internal Staff Meetings			4:00 PM – 4:30 PM Meeting w/ Mayor Wilson's Office	2:30 PM – 3:00 PM Meeting w/ Director Jones
				3:00 PM – 4:00 PM Interview w/ OPB
				4:30 PM – 5:00 PM
				Staff Meeting

Week May 19 - May 23, 2025

Monday	Tuesday	Wednesday	Thursday	Friday
Out of Office Best Practice Trip	Out of Office Best Practice Trip	Out of Office Best Practice Trip	Out of Office Best Practice Trip	Out of Office Best Practice Trip
11:00 AM – 11:30 AM Internal Staff Meeting	2:00 PM – 3:00 PM Internal Staff Meeting	8:00 AM – 9:00 AM Internal Staff Meeting	8:30 AM – 9:00 AM Internal Staff Meeting	
		9:00 AM – 12:00 AM City Council		