

## DIRECTOR MICHAEL MONTOYA CALENDAR JUNE 2022

### June 2022

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5 6 7 8 9 10 11  
12 13 14 15 16 17 18  
19 20 21 22 23 24 25  
26 27 28 29 30

### June 2022

#### ▲ Wed, Jun 1

- 9:00 AM – 10:00 AM CNIC & A2I Monthly Check In
- 1:00 PM – 2:00 PM MM w SL 1:1
- 1:30 PM – 2:00 PM MEET: Michael Montoya/Bobby Lee Check in
- 2:00 PM – 3:30 PM Hold Time: Portland Insights Survey: Communications/Outreach Planning & Multi-Bureau Syncing Discussion
- ▨ 3:00 PM – 4:00 PM Draft Position Description Review for Citywide Engagement Coordination
- 4:00 PM – 6:00 PM MURP workshop final presentations Wed June 1, 4pm

#### ▲ Thu, Jun 2

- 1:00 PM – 1:45 PM 1:1 M. Ratbi + M. Montoya
- 2:00 PM – 3:00 PM Kareen & Michael 1:1
- 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
- 6:00 PM – 8:00 PM SE Uplift small grant mixer

#### ▲ Fri, Jun 3

- 10:00 AM – 11:00 AM KJ/M.Montoya 1:1
- 11:00 AM – 12:00 PM 1:1 Michael M & Icie
- 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
- 2:00 PM – 3:00 PM 1:1 J. Pullen + M. Montoya
- 3:00 PM – 3:45 PM Discuss Graffiti Program

#### ▲ Sat, Jun 4 – Sun, Jun 5

### ▲ Mon, Jun 6

- ▨ 10:30 AM – 10:45 AM MM and MM Check in
  - 10:30 AM – 11:00 AM MM and MM
  - 2:30 PM – 3:00 PM Core Values + Civic Life
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### ▲ Tue, Jun 7

- ▨ 9:00 AM – 10:00 AM Draft Position Description Review for Citywide Engagement Coordination
  - ▨ 10:00 AM – 10:30 AM Bus Ops Team Meeting- HR Items
  - ▨ 10:30 AM – 12:00 PM Bus Ops Team Meeting
  - 12:30 PM – 2:30 PM Civic Life Leadership Team Meeting
  - 1:00 PM – 2:00 PM Civic Life LT Meeting Trainings with MSP
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
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### ▲ Wed, Jun 8

- ▨ 12:00 PM – 12:30 PM BOLT Meeting
  - 1:00 PM – 1:45 PM DD w MM 1:1
  - 2:00 PM – 2:30 PM Consult about Sharon Keast. Thank you. Details during the meeting.
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### ▲ Thu, Jun 9

- 10:00 AM – 10:30 AM Mike J./ Michael Check-in
  - ▨ 10:30 AM – 10:45 AM Agenda for Tue June 14
  - 11:00 AM – 11:45 AM 1:1 D. Dawson + M. Montoya
  - 12:00 PM – 1:00 PM 1:1 M. Ratbi + M. Montoya
  - ▨ 1:00 PM – 1:45 PM FW: SAVE THE DATE: Central City Equity Foundations, PSU MURP Workshop
  - 2:00 PM – 3:00 PM Civic Life and Procurement Meeting
  - 3:00 PM – 4:00 PM Portland Insights - survey methodology discussion
  - 4:00 PM – 4:30 PM Directors 2x Weekly Check-in
  - ▨ 4:00 PM – 4:40 PM Civic Life:BTS Monthly Meeting
  - 6:00 PM – 8:30 PM FW: Cannabis Policy Oversight Team (CPOT)
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### ▲ Fri, Jun 10

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
- 10:00 AM – 11:00 AM KJ/M.Montoya 1:1
- 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
- 2:00 PM – 3:00 PM 1:1 J. Pullen + M. Montoya
- 3:00 PM – 5:00 PM Office Hours with Director Montoya

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▲ **Sat, Jun 11 – Sun, Jun 12**

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▲ **Mon, Jun 13**

- ▨ 8:30 AM – 10:00 AM Portland Insights - Final Survey Draft Review Meeting
  - 3:00 PM – 3:45 PM Mtg. C. Henson + Dir. Montoya
  - 4:00 PM – 4:45 PM Check In: D. Dawson + M. Ratbi + M. Montoya
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▲ **Tue, Jun 14**

- ▨ 9:30 AM – 10:00 AM Bus Ops Team Meeting- HR Items
  - 12:30 PM – 1:30 PM Civic Life Leadership Team Meeting
  - ▨ 1:30 PM – 3:00 PM Bus Ops Team Meeting
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▲ **Wed, Jun 15**

- 8:30 AM – 10:30 AM Training: Speaker, Presentation & Crisis Communication Training with Katz & Assoc.
  - 10:45 AM – 11:45 AM Training: Practice What You Learned with Katz & Assoc.
  - ▨ 12:00 PM – 12:50 PM christine-kareen-shuk-michael
  - 12:00 PM – 1:00 PM Canceled: LUNCH: Kareen, Shuk and Christine
  - 1:00 PM – 2:00 PM MM w SL 1:1
  - 2:00 PM – 3:00 PM PSU and City of Portland Update Meeting
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▲ **Thu, Jun 16**

- 9:00 AM – 11:00 AM Monthly Budget Meeting
  - ▨ 12:00 PM – 1:00 PM LatinxPDX
  - 1:00 PM – 1:45 PM 1:1 M. Ratbi + M. Montoya
  - 1:00 PM – 2:30 PM CONFIRMED: Community Partnerships for Equitable Development on 82nd Ave
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▲ **Fri, Jun 17**

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
  - 10:00 AM – 11:00 AM KJ/M.Montoya 1:1
  - 11:00 AM – 12:00 PM 1:1 Michael M & Icie
  - 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting
  - 2:00 PM – 3:00 PM 1:1 J. Pullen + M. Montoya
  - 3:15 PM – 4:00 PM Check in: N. Busekrus + M. Ratbi + M. Montoya
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▲ **Sat, Jun 18 – Sun, Jun 19**

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▲ **Mon, Jun 20**

■ 3:00 PM – 3:45 PM Mtg. C. Henson + Dir. Montoya

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▲ **Tue, Jun 21**

▨ 10:00 AM – 10:30 AM Bus Ops Team Meeting- HR Items

■ 12:30 PM – 2:30 PM Civic Life Leadership Team Meeting

■ 1:00 PM – 2:00 PM Civic Life LT Meeting Trainings with MSP

■ 3:00 PM – 3:30 PM Check-in next steps CPI

■ 4:00 PM – 4:30 PM Directors 2x Weekly Check-in

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▲ **Wed, Jun 22**

■ 12:00 PM – 12:30 PM Check-in - Civic Life

▨ 12:00 PM – 12:30 PM BOLT

■ 1:00 PM – 1:45 PM DD w MM 1:1

▨ 1:45 PM – 2:45 PM Bus Ops Team Meeting

■ 3:00 PM – 4:00 PM Charter Commission Town Hall (option 3)

■ 3:00 PM – 4:30 PM Bureau Design: Michael x Marissa x Ciara

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▲ **Thu, Jun 23**

■ 9:00 AM – 10:00 AM Civic Life Strategic Plan Briefing-Email/Zoom Inc. RES FROM 5/20

■ 10:00 AM – 11:00 AM PSU/Office of Civic Life Meeting

■ 11:30 AM – 1:00 PM Bureau Directors Monthly Meeting

■ 1:00 PM – 1:45 PM 1:1 M. Ratbi + M. Montoya

■ 5:00 PM – 8:00 PM Voz 31st & 2400

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▲ **Fri, Jun 24**

■ 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya

■ 10:00 AM – 11:00 AM KJ/M.Montoya 1:1

■ 1:00 PM – 2:00 PM Weekly Strategic Comms Team Meeting

■ 2:00 PM – 3:00 PM 1:1 J. Pullen + M. Montoya

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▲ **Sat, Jun 25**

■ 11:00 AM – 1:00 PM Engage Graduation IRCO Gym c-Alex Senai Riedlinger  
#503 888-2486 Email/Details Inc.

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▲ Sun, Jun 26

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▲ Mon, Jun 27

■ 10:30 AM – 11:00 AM 1:1: S. Arifdjanov + M. Montoya  
■ 11:30 AM – 12:30 PM [status update] Civic Life: Michael x Ciara  
■ 12:30 PM – 1:15 PM Check In: D. Dawson + M. Ratbi + M. Montoya  
■ 2:00 PM – 2:45 PM Mtg. C. Henson + Dir. Montoya  
■ 3:00 PM – 4:30 PM New Event

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▲ Tue, Jun 28

▨ 10:00 AM – 10:30 AM Headshot photoshoot  
▨ 10:30 AM – 11:00 AM Bus Ops Team Meeting- HR Items  
▨ 11:00 AM – 12:00 PM Bus Ops Team Meeting  
■ 12:30 PM – 1:30 PM Civic Life Leadership Team Meeting

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▲ Wed, Jun 29

■ 12:00 PM – 12:45 PM JUN 22 HR Interview Follow-up  
■ 1:00 PM – 2:00 PM MM w SL 1:1

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▲ Thu, Jun 30

■ 9:00 AM – 10:00 AM Katz & Associates Capabilities Meeting for Civic Life  
■ 10:00 AM – 11:00 AM Shuk/MichaelM/Mourad- Eval Check-  
■ 11:30 AM – 12:30 PM Community Safety Team + M. Montoya  
■ 1:00 PM – 1:45 PM 1:1 M. Ratbi + M. Montoya  
▨ 6:00 PM – 8:30 PM Suavecito y Despacito Pedalpalooza Ride!

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