

DIRECTOR MICHAEL MONTOYA CALENDAR NOVEMBER 2022

November 2022
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<u>13</u>	<u>14</u>	<u>15</u>	<u>16</u>	<u>17</u>	<u>18</u>	<u>19</u>
<u>20</u>	<u>21</u>	<u>22</u>	<u>23</u>	<u>24</u>	<u>25</u>	<u>26</u>
<u>27</u>	<u>28</u>	<u>29</u>	<u>30</u>			

November 2022

▲ Tue, Nov 1

- 9:00 AM – 9:45 AM CC and MM 1:1
 - 10:00 AM – 10:30 AM Bus Ops Team - HR Items
 - 10:30 AM – 12:00 PM Bus Ops Team
 - 12:15 PM – 12:25 PM Discuss deck
 - 12:30 PM – 1:45 PM Civic Life Leadership Team
 - 2:00 PM – 2:50 PM CHECK-IN (monthly): Lisa & Michael Montoya
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▲ Wed, Nov 2

- 7:00 AM – 12:00 PM Desk time
 - 10:30 AM – 1:30 PM In Council
 - 11:00 AM – 11:45 AM GH & MM 1:1
 - 2:15 PM – 3:00 PM MM w SL 1:1
 - 3:00 PM – 6:00 PM Desk time
 - ▨ 4:00 PM – 6:30 PM Día de Los Muertos
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▲ Thu, Nov 3

- 10:00 AM – 10:45 AM 1:1 M. Ratbi + M. Montoya
 - 11:00 AM – 11:30 AM Informational Meeting: Imagine Black
 - 12:00 PM – 12:45 PM Civic Life/Reimagine Oregon
 - 1:00 PM – 2:00 PM Meeting with Rep. Nelson on Kenton Firehouse Space Lease
 - ▨ 2:00 PM – 4:00 PM Grants Retreat Part II
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▲ Fri, Nov 4

- 11:00 AM – 12:00 PM 1:1 Michael M & Icie
- 12:00 PM – 1:00 PM private appt

■ 2:45 PM – 3:30 PM GH & MM 1:1 (finalize BAC agenda)

▲ Sat, Nov 5 – Sun, Nov 6

▲ Mon, Nov 7

- 9:00 AM – 9:30 AM Civic Life Director Michael Montoya x-6033 Check-in
 - 10:00 AM – 11:00 AM Weekly Strategic Comms Team
 - 11:00 AM – 12:00 PM Transition press conference dry run
 - 1:00 PM – 1:45 PM Monthly Check In: A. Yoder + M. Montoya
 - 2:00 PM – 2:45 PM MH + CC + MM
 - 3:00 PM – 5:00 PM Private appt
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▲ Tue, Nov 8

- 10:00 AM – 10:30 AM Bus Ops Team - HR Items
 - 10:30 AM – 12:00 PM Bus Ops Team
 - 12:30 PM – 1:45 PM Civic Life Leadership Team
 - ▨ 2:00 PM – 3:00 PM PIR & Noise Monthly Complaint Review
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▲ Wed, Nov 9

- 7:00 AM – 12:00 PM Desk time
 - 9:00 AM – 11:30 AM HOLD: discuss press conference speaking points
 - 11:00 AM – 11:45 AM GH & MM 1:1
 - 11:45 AM – 1:00 PM Potential press conference
 - 12:00 PM – 2:00 PM Welcoming Week Debrief
 - 3:00 PM – 6:00 PM Desk time
 - 3:15 PM – 4:00 PM Christina and Michael 1:1
 - 6:00 PM – 7:30 PM Budget Advisory Committee
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▲ Thu, Nov 10

- 10:00 AM – 11:30 AM DCO Monthly -ZOOM
 - 10:30 AM – 11:30 AM P&D Directors Monthly
 - 11:30 AM – 1:00 PM Bureau Directors
 - 1:00 PM – 1:45 PM 1:1 M. Ratbi + M. Montoya
 - ▨ 2:00 PM – 2:40 PM Civic Life:BTS Monthly
 - 2:00 PM – 5:00 PM FY23 Budget Allocations and FY24 Financial Outlook
 - 3:00 PM – 3:30 PM council
 - 6:00 PM – 8:30 PM FW: Cannabis Policy Oversight Team (CPOT)
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▲ Fri, Nov 11



All Day City holiday: Veterans' Day

▲ Sat, Nov 12 – Sun, Nov 13

▲ Mon, Nov 14

- 10:00 AM – 11:00 AM PEP External Listening Project Team
 - 11:00 AM – 12:00 PM Weekly Strategic Comms Team
 - 2:30 PM – 3:00 PM Discuss Portland Engagement Project
 - 3:15 PM – 4:45 PM K&A Progress Check-In with Michael
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▲ Tue, Nov 15

- 9:00 AM – 9:45 AM Checkin with Tony G (Kenton Lease, etc)
 - 10:00 AM – 10:30 AM Bus Ops Team - HR Items
 - 10:30 AM – 12:00 PM Bus Ops Team
 - 12:30 PM – 1:45 PM Civic Life Leadership Team
 - 2:00 PM – 3:30 PM Civic Life Monthly Budget
 - 4:00 PM – 4:30 PM Bureau Directors
 - ▨ 6:00 PM – 8:00 PM 6 PM MEETING FOR THE PIR SUBCOMMITTEE
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▲ Wed, Nov 16

- 7:00 AM – 12:00 PM Desk time
 - 9:00 AM – 9:45 AM 1:1 M. Ratbi + M. Montoya
 - 10:00 AM – 10:45 AM Mtg. C. Henson + Dir. Montoya
 - 11:00 AM – 11:45 AM GH & MM 1:1
 - ▨ 12:00 PM – 1:00 PM BOLT Monthly
 - 1:00 PM – 1:45 PM Christina and Michael 1:1
 - 2:30 PM – 3:15 PM MEET: Michelle and Director Montoya
 - 3:00 PM – 6:00 PM Desk time
 - 4:00 PM – 4:30 PM Andrea and Michael check-in
 - 5:30 PM – 6:30 PM Board Meeting
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▲ Thu, Nov 17

- 9:00 AM – 9:30 AM Advisory Bodies
 - ▨ 10:00 AM – 11:00 AM PSU and Civic life monthly check in on Summit
 - 11:30 AM – 11:55 AM Check in Michael M/ Shoshanah O
 - ▨ 12:00 PM – 1:00 PM [LatinxPDX](#)
 - 2:00 PM – 5:00 PM HOLD: in council
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▲ Fri, Nov 18

- 9:00 AM – 10:00 AM 1:1 K. Perkins + M. Montoya
- 11:00 AM – 12:00 PM 1:1 Michael M & Icie
- 12:00 PM – 1:00 PM private appt
- 1:15 PM – 2:00 PM GH & MM 1:1
- 2:15 PM – 2:45 PM TK+MR+MM
- 3:00 PM – 5:00 PM Office Hours with Director Montoya

▲ Sat, Nov 19 – Sun, Nov 20

▲ Mon, Nov 21

- 9:00 AM – 9:45 AM Budget
- 10:00 AM – 11:00 AM PEP External Listening Project Team
- 11:00 AM – 12:00 PM Weekly Strategic Comms Team
- 1:00 PM – 1:45 PM MM w SL 1:1
- 2:00 PM – 2:45 PM Mtg. C. Henson + Dir. Montoya
- 3:00 PM – 4:00 PM Private appt

▲ Tue, Nov 22

- 9:00 AM – 9:30 AM KFH Lease/OMF discussion
- 10:00 AM – 10:30 AM Bus Ops Team - HR Items
- 10:30 AM – 12:00 PM Bus Ops Team
- 12:30 PM – 1:45 PM Civic Life Leadership Team
- 2:00 PM – 2:45 PM GH & MM 1:1
- 3:00 PM – 3:45 PM 1:1 K. Perkins + M. Montoya
- 4:00 PM – 5:00 PM BHR-Civic Life

▲ Wed, Nov 23

- All Day Michael OOO

▲ Thu, Nov 24

- All Day City holiday: Thanksgiving

▲ Fri, Nov 25

- All Day City holiday: Thanksgiving

▲ Sat, Nov 26 – Sun, Nov 27

▲ Mon, Nov 28

- 8:00 AM – 8:30 AM REMINDER: CLEAN UP CALENDAR
 - 9:00 AM – 9:45 AM Equity Engagement Analyst
 - 10:00 AM – 11:00 AM PEP External Listening Project Team
 - 11:00 AM – 11:45 AM Mtg: T. Garcia/Civic Life
 - 1:00 PM – 2:00 PM Weekly Strategic Comms Team
 - 2:15 PM – 2:45 PM MR: Quarterly Success Factors
 - 3:00 PM – 3:30 PM DMJ: Quarterly Success Factors
 - 4:00 PM – 5:00 PM Mtg. C. Henson + Dir. Montoya
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▲ Tue, Nov 29

- 9:00 AM – 9:45 AM Christina and Michael 1:1
 - 10:00 AM – 10:30 AM Bus Ops Team - HR Items
 - 10:30 AM – 12:00 PM Bus Ops Team
 - 12:30 PM – 1:45 PM Civic Life Leadership Team
 - 2:00 PM – 3:00 PM Presentation of the Portland Engagement Project internal listening findings
 - 3:15 PM – 4:00 PM MH & MM 1:1
 - 4:00 PM – 4:30 PM Bureau Directors
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▲ Wed, Nov 30

- 7:00 AM – 12:00 PM Desk time
- 9:00 AM – 9:45 AM 1:1 M. Ratbi + M. Montoya
- 10:00 AM – 10:30 AM GH & MM 1:1
- 11:00 AM – 12:00 PM Unified Communications Steering Committee
- 1:00 PM – 1:45 PM MM w SL 1:1
- 2:00 PM – 2:30 PM Potential new BAC member: Abas
- 3:00 PM – 6:00 PM Desk time