

# Suk Rhee's Calendar

## December 2019

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### December 2019

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#### ▲ Mon, Dec 2

- 8:30 AM – 9:00 AM Check in: Pollyanne Birge
  - 9:00 AM – 9:45 AM Check In – Michael Montoya
  - 10:00 AM – 10:30 AM Communications Check In
  - 10:30 AM – 11:30 AM Stipends Taskforce
  - 1:15 PM – 1:45 PM Travel
  - 2:00 PM – 3:00 PM Meet: Adam Lyons
  - 3:00 PM – 3:30 PM Travel
  - 3:30 PM – 4:30 PM Work at HUB
  - 4:15 PM – 4:30 PM Phone Call: Claire Mitchell
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#### ▲ Tue, Dec 3

- Dec. 3<sup>rd</sup>-Dec. 6<sup>th</sup> VACATION
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#### ▲ Mon, Dec 9

- 8:00 AM – 1:00 PM Run system diagnostics on laptop
  - 8:30 AM – 9:15 AM Check In – Michael Montoya
  - 9:30 AM – 10:00 AM Communications Check In
  - 10:00 AM – 10:20 AM Check In – Pollyanne Birge
  - 11:30 AM – 12:00 PM MEET: Commissioner Eudaly
  - 2:00 PM – 2:30 PM Meet: Meg Juarez
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▲ **Tue, Dec 10**

- 9:15 AM – 9:45 AM Call: Shane Davis
  - 10:00 AM – 10:45 AM Check In - Sabrina Wilson
  - 11:30 AM – 12:00 PM travel
  - 12:00 PM – 1:00 PM Equity Briefing: BPS Report on the History of How Planning Segregated Portland
  - 1:00 PM – 2:00 PM Civic Life and Procurement Meeting
  - 3:00 PM – 4:00 PM OMF Advisory Committee - FY 2019-20 meeting series
  - 7:00 PM – 9:00 PM Cully Association of Neighbors (7:30 item)
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▲ **Wed, Dec 11**

- 8:15 AM – 8:45 AM Check In Pollyanne Birge
  - 12:00 PM – 12:45 PM Check In – Winta Yohannes
  - 1:30 PM – 2:00 PM travel
  - 2:00 PM – 4:00 PM Civic Indicators discussion
  - 4:00 PM – 5:00 PM Travel/No mtgs
  - 4:30 PM – 5:00 PM Phone Call: Michelle Kunec-North
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▲ **Thu, Dec 12**

- 8:00 AM – 5:00 PM LEADERSHIP TEAM RETREAT  
EPCO
  - 5:00 PM – 6:00 PM Travel
  - 6:00 PM – 8:30 PM Cannabis Policy Oversight Team (CPOT)
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▲ **Fri, Dec 13**

- 9:15 AM – 9:45 AM Civic Life BHR Check In
- 10:00 AM – 11:00 AM 3-1-1 City/County Meeting
- 4:00 PM – 5:00 PM Informational Interview/C. Linver

▲ **Mon, Dec 16**

- 8:30 AM – 9:00 AM Check In – Pollyanne Birge
  - 11:45 AM – 12:15 PM CPOT 12/12 meeting debrief
  - 1:00 PM – 1:45 PM Check In - Michael Montoya
  - 2:00 PM – 2:30 PM Check In: Tom Reinhart
  - 4:00 PM – 5:00 PM Civic Life Leadership Team Meeting
  - 5:30 PM – 7:30 PM Civic Life BAC Meeting
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▲ **Tue, Dec 17**

- 8:30 AM – 9:00 AM TRAVEL
  - 9:00 AM – 10:00 AM Joint Office on Homeless Meeting,
  - 10:00 AM – 10:30 AM Travel
  - 10:30 AM – 11:00 AM PHONE CALL: Shane Davis
  - 11:00 AM – 11:30 AM PHONE CALL: MC2 Consulting
  - 12:00 PM – 1:00 PM MEET: Kayse Jama and Andrea Williams
  - 1:00 PM – 2:00 PM The Hub All Staff: Code Change
  - 2:00 PM – 2:30 PM TRAVEL
  - 3:30 PM – 4:30 PM City Hall All Staff: Code Change
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▲ **Wed, Dec 18**

- 8:00 AM – 12:30 PM Desk Time/Travel
  - 1:00 PM – 1:45 PM Check In – John Dutt
  - 2:00 PM – 2:45 PM HR Meeting
  - 3:00 PM – 3:45 PM Check In – Andrea Williams
  - 4:00 PM – 4:45 PM E & N Workplan and Budget discussion
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▲ **Thu, Dec 19**

- 8:00 AM – 9:00 AM Stipends Taskforce
  - 9:00 AM – 10:00 AM Civic Life Admin Team Meeting
  - 10:00 AM – 12:00 PM Monthly Budget Check In
  - 12:15 PM – 1:00 PM MEET: Comm. Eudaly
  - 2:00 PM – 2:45 PM MEET: Mary-Margaret Wheeler-Webber
  - 3:00 PM – 3:45 PM Weekly Census Check In
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▲ **Fri, Dec 20**

- 9:15 AM – 9:45 AM Civic Life BHR Check In
  - 10:00 AM – 10:45 AM MEET: Alan DeLa Torre from Institute on Aging
  - 11:30 AM – 12:00 PM Check in – Pollyanne Birge
  - 1:00 PM – 1:45 PM CPOT Recommendations
  - 1:45 PM – 2:15 PM Check-in – Winta Yohannes
  - 2:30 PM – 3:15 PM Check In - Laura John
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▲ **Mon, Dec 23**

- 8:30 AM – 9:30 AM Check In – Winta Yohannes
  - 9:30 AM – 10:00 AM Check In – Michael Montoya
  - 10:00 AM – 10:30 AM Communications Check In
  - 10:30 AM – 11:00 AM Phone Call: Bekah Sabzalian from Meyer Memorial
  - 1:00 PM – 2:00 PM 311 Biweekly Check-in
  - 3:00 PM – 4:30 PM Civic Life Leadership Team Meeting
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▲ **Tue, Dec 24**

- 8:00 AM – 11:30 AM Desk Time
  - 11:00 AM – 11:30 AM MEET: Internal prep for IAC cannabis audit
  - 12:00 PM – 5:00 PM Out/VACATION
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▲ **Wed, Dec 25**

- All Day CHRISTMAS DAY - CITY OFFICES CLOSED
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▲ **Thu, Dec 26**

- 8:00 AM – 5:00 PM Desk Time
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▲ **Fri, Dec 27**

- 9:00 AM – 4:00 PM Desk Time
  - 4:00 PM – 5:00 PM Meet: Elizabeth Edwards
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▲ **Mon, Dec 30**

- 9:00 AM – 9:45 AM Check In – Michael Montoya
  - 10:00 AM – 10:30 AM Communications Check In
  - 10:30 AM – 5:00 PM Desk Time
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▲ **Tue, Dec 31**

- 10:00 AM – 10:45 AM Check In – Sabrina Wilson
  - 11:00 AM – 11:45 AM Check In – Pollyanne Birge
  - 11:45 AM – 3:00 PM Desk Time
  - 3:00 PM – 4:30 PM Budget Meeting
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