

**Portland Development Commission (PDC)
Executive Director Calendar**

These weekly calendars represent Executive Director Patrick Quinton's regular schedule of meetings plus any additional special meetings. The Director is often double-booked and his calendar may change on short notice.

Week of April 29 – May 3, 2013

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 10:30 a.m. Office Time	8:00 a.m. – 1:30 p.m. Vacation	8:30 – 9:30 a.m. Patrick/Staff 1:1	8:30 – 9:00 a.m. Budget Update	8:00 – 9:00 a.m. Patrick/Staff 1:1
10:30 – 11:00 a.m. Project Update	3:00 – 4:00 p.m. Meeting w/ Tonia McConnell	10:00 – 11:00 a.m. Meeting w/ Aneshka Dickson	9:00 – 9:30 a.m. Patrick/Staff 1:1	9:00 – 10:30 a.m. Meeting w/ Ed McNamara
11:30 a.m. – 12:00 p.m. Project Update	4:30 – 5:00 p.m. Project Update	11:30 a.m. – 1:30 p.m. Hispanic Chamber's Scholarship Awards Luncheon	10:00 – 10:30 a.m. Patrick/Staff 1:1	11:00 – 11:30 a.m. Patrick/Staff 1:1
1:30 – 2:00 p.m. Meeting w/ Chair Andrews		3:00 – 4:00 p.m. Patrick/Staff 1:1	10:30 – 11:00 a.m. Patrick/Staff 1:1	12:30 – 1:30 p.m. Patrick/Staff 1:1
2:30 – 4:30 p.m. Leadership Team Meeting		4:00 – 4:30 p.m. Union Negotiations Update	11:30 a.m. – 1:00 p.m. Bureau Directors Lunch	1:30 – 2:00 p.m. Project Update
			4:00 – 5:00 p.m. Patrick/Staff 1:1	2:30 – 5:00 p.m. Out of the Office

Week of May 6 – 10, 2013

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 10:00 a.m. Commissioner Briefings	9:00 – 10:00 a.m. Patrick/Staff 1:1	8:30 – 9:30 a.m. Patrick/Staff 1:1	8:30 – 9:00 a.m. Patrick/Staff 1:1	9:00 – 11:30 a.m. Project w/ Bureau of Technology Services
11:00 a.m. – 12:00 p.m. Commissioner Briefing	10:00 – 11:00 a.m. Project Update	9:30 – 10:00 a.m. Project Update	9:00 – 9:30 a.m. Patrick/Staff 1:1	1:30 – 2:00 p.m. Project Update
1:30 – 2:30 p.m. Meeting w/ Jay Haladay, Coaxis	2:00 – 2:30 p.m. Phone Interview w/ Portland Tribune	10:00 – 10:30 a.m. Phone Call w/ Chief Reese	10:00 – 10:30 a.m. Meeting w/ Steve Novick	2:00 – 3:30 p.m. IT Governance Committee Quarterly Meeting
2:30 – 4:30 p.m. Leadership Team Meeting	4:00 – 5:00 p.m. PDC/Mayor Check-in	10:30 – 11:30 a.m. Meeting w/ Eileen Brady & Zenger Farms	10:30 – 11:30 a.m. Planning & Development Directors' Meeting	3:30 – 4:30 p.m. Meeting w/ Ed McNamara
		1:30 – 2:30 p.m. Patrick/Staff 1:1	12:00 – 1:30 p.m. OAME Luncheon	
		3:00 – 5:00 p.m. Commission Meeting	2:00 – 2:30 p.m. Meeting w/ Mayor John Marchione, Redmond	
			2:30 – 3:00 p.m. Patrick/Staff 1:1	
			3:00 – 4:00 p.m. Patrick/Staff 1:1	
			4:00 – 5:00 p.m.	

			Patrick/Staff 1:1 5:00 – 6:30 p.m. Portland 100 Fly-out Debrief	
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