

**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 August 15 – 19, 2011

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 11:00 a.m. PDC Leadership Team 1:00 – 2:00 p.m. Discuss Asia Trip 2:30 – 3:00 p.m. Prep for Board Meeting	8:30 – 9:30 a.m. Pastor Hennessee 10:00 – 10:30 a.m. Quinton/Staff 1:1 1:00 – 2:00 p.m. PDC/Commissioner Fritz 1:1 2:00 – 3:00 p.m. PDC/Commissioner Saltzman 1:1 3:30 – 4:30 p.m. PDC/Mayor 1:1	7:30 – 9:30 a.m. Speech – East Portland Chamber of Commerce 10:30 – 11:00 a.m. Comcast Newsmakers Interview 11:00 a.m. – Noon Resource Development 1:30 – 2:00 p.m. Board Preparation 2:00 – 2:30 p.m. Quinton/Staff 1:1 3:30 – 4:00 p.m. Prep for Commissioner Meeting 4:00 – 5:00 p.m. PDC/Commissioner Leonard	10:00 – 10:30 a.m. Quinton/Staff 1:1 11:00 – 12:00 Project Meeting w/ Winkler 12:00 – 1:00 p.m. Project Meeting 2:00 – 3:00 p.m. Interview – Business Journal 3:00 – 3:30 p.m. FSC Meeting 3:30 – 4:00 p.m. Quinton/Staff 1:1	9:00 – 10:00 a.m. Greater Portland Inc. 1:00 – 2:00 p.m. Gateway Project Meeting 2:00 – 3:00 p.m. Quinton/Staff 1:1 3:30 – 4:30 p.m. China Briefing

Week of August 22 – 26, 2011

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 a.m. Commissioner Briefing 9:00 – 9:30 a.m. Quinton/Staff 1:1 10:00 – 10:30 a.m. Commissioner Briefing 11:00 a.m. – Noon Commissioner Briefing 1:00 – 3:00 p.m. PDC Leadership Team	7:00 – 8:30 a.m. Speech – Pearl Rotary Club 9:00 – 10:30 a.m. Chinese Suzhou Delegation 1:00 – 2:30 p.m. Project Briefing 3:30 – 4:30 p.m. PDC/Mayor 1:1	8:00 – 11:00 a.m. Board of Commissioners 1:00 – 1:30 p.m. Quinton/Staff 1:1 1:30 – 2:00 p.m. Quinton/Staff 1:1 2:30 – 3:00 p.m. Asia Trip Preparation 3:00 – 4:00 p.m. Quinton/Staff 1:1 4:00 – 5:00 p.m. Quinton/Staff 1:1	8:30 – 10:00 a.m. PDC All Staff Meeting 11:00 – 12:00 p.m. Asia Trip 2:30 – 3:00 p.m. Quinton/Staff 1:1 3:00 – 4:00 p.m. Set Aside Meeting 4:30 – 5:00 p.m. Quinton/Staff 1:1 6:00 – 8:00 p.m. Chair Andrews	Vacation