

**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 December 10 – 14, 2012

Monday	Tuesday	Wednesday	Thursday	Friday
Out of Town PBA-Greater Portland 2012 Brazil Mission	Returning from PBA-Greater Portland 2012 Brazil Mission 2:00 – 2:45 p.m. Patrick/Staff 1:1 2:45 – 3:00 p.m. Phone call w/ Commissioner Fish 3:30 – 4:30 p.m. PDC/Mayor Check-in	8:30 – 9:30 a.m. Patrick/Staff 1:1 10:00 – 10:30 a.m. Project Update 11:00 – 11:30 a.m. Phone call w/ Prashant Dubey 1:30 – 2:30 p.m. Patrick/Staff 1:1 2:30 – 3:00 p.m. Commissioner Briefing 3:00 – 5:00 p.m. Commission Meeting	8:00 – 9:30 a.m. All Staff Meeting 10:00 – 11:15 a.m. Planning & Development Directors' Meeting 11:30 a.m. – 12:00 p.m. Commissioner Fish 2:00 – 4:00 p.m. Project Meeting 4:00 – 4:30 p.m. Patrick/Staff 1:1 4:30 – 5:00 p.m. Patrick/Staff 1:1	8:15 – 10:00 a.m. Project Updates 10:00 – 10:30 a.m. Patrick/Staff 1:1 11:00 – 11:30 a.m. Patrick/Staff 1:1 1:30 – 2:30 p.m. Patrick/Staff 1:1 3:00 – 4:00 p.m. Grand Opening of Gray's Landing 4:30 – 5:00 p.m. Project Update

Week of December 17 – 21, 2012

Monday	Tuesday	Wednesday	Thursday	Friday
8:45 – 9:45 a.m. Monica Rimai 10:00 – 11:30 a.m. Managers' Work Group 1:00 – 2:30 p.m. Project Update 2:30 – 3:30 p.m. Policy Manager Interview 3:30 – 5:00 p.m. Chris Warner 5:00 – 6:00 p.m. Policy Manager Interview	8:30 – 9:30 a.m. Project Update 11:00 a.m. – 12:00 p.m. Matt French & Jay Zidell 2:00 – 3:00 p.m. Commissioner Saltzman 3:00 – 3:30 p.m. Martha Pellegrino 4:00 – 5:00 p.m. PDC/Mayor Check-in	8:30 – 10:00 a.m. IT Staff Meeting 10:00 – 11:30 a.m. PDC Union Leadership 1:00 – 2:00 p.m. Bureau Directors' Meeting 2:30 – 3:30 p.m. Patrick/Staff 1:1 4:00 – 5:00 p.m. Project Update	9:00 – 9:30 a.m. Patrick/Staff 1:1 9:30 – 10:30 a.m. Project Update 10:30 – 11:30 a.m. Communications Strategy Update 2:00 – 3:00 p.m. Office Time 3:00 – 3:30 p.m. Phone call w/ Craig Cole 3:30 – 4:30 p.m. Patrick/Staff 1:1 5:30 – 6:30 p.m. Project Update w/ Mayor	8:00 – 9:00 a.m. Patrick/Staff 1:1 9:00 – 10:00 a.m. Patrick/Staff 1:1 10:00 – 10:30 a.m. Patrick/Staff 1:1 10:30 a.m. – 12:00 p.m. Office Time 1:30 – 2:00 p.m. Liam Thornton 2:00 – 3:00 p.m. Patrick/Staff 1:1 3:00 – 4:00 p.m. Patrick/Staff 1:1