

**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 February 6 – 10, 2012

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:30 a.m. Meeting w/ Chair Andrews & CresaPartners	9:30 – 11:00 a.m. Mayor's Neighborhood Prosperity Initiative Announcement	8:00 – 11:00 a.m. Commission Meeting	7:00 – 7:30 a.m. Meeting w/ Lions Club	8:00 – 9:00 a.m. Patrick/Staff 1:1
10:00 – 11:00 a.m. Commissioner Briefing	1:00 – 2:00 p.m. Commissioner Briefing	11:00 – 11:30 a.m. Project Update	9:00 – 10:00 a.m. Conference Call w/ GPI	9:00 – 9:30 a.m. Patrick/Staff 1:1
11:15 – 11:45 a.m. Public Affairs Team Meeting	2:30 – 3:30 p.m. Meeting w/ Amanda Fritz	1:30 – 2:30 p.m. Patrick/Staff 1:1	10:30 a.m. – 12:00 p.m. Planning & Development Directors Meeting	11:00 a.m. – 12:00 p.m. Meeting w/ Peter Parisot
12:00 – 12:30 p.m. Project Update	3:30 – 4:30 p.m. PDC/Mayor Check-in	2:30 – 3:30 p.m. Project Update	1:30 – 2:00 p.m. Patrick/Staff 1:1	12:30 – 1:30 p.m. Roundtable Discussion w/ U.S. Patent & Trademark Office
12:30 – 1:30 p.m. Interview w/ <i>Portland Business Journal</i>		3:30 – 4:30 p.m. Patrick/Staff 1:1	2:00 – 2:30 p.m. Patrick/Staff 1:1	2:00 – 3:00 p.m. Meeting w/ Tom Hughes, Metro
1:30 – 2:30 p.m. Project Updates		4:30 – 5:00 p.m. Phone Call w/ Beverly Stein	2:30 – 3:00 p.m. Patrick/Staff 1:1	3:30 – 4:00 p.m. Patrick/Staff 1:1
2:30 – 4:30 p.m. Leadership Team Meeting			3:30 – 4:30 p.m. Meeting w/ Mercy Corps NW	4:00 – 4:30 p.m. Commissioner Briefing
5:00 – 6:30 p.m. Budget Meeting w/ Mayor				

Week of February 13 – 17, 2012

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 10:30 a.m. Leadership Team Meeting	7:30 – 9:00 a.m. PBA Board Meeting	7:30 – 10:30 a.m. PBA Breakfast: Export Strategy Launch w/ Mayor	9:30 – 10:30 a.m. Announcement for Plans for Galleria Building	8:00 – 9:00 a.m. Job Candidate Interview
11:00 – 11:30 a.m. Patrick/Staff 1:1	9:30 – 9:45 a.m. New Employee Orientation	11:00 a.m. – 12:00 p.m. Meeting w/ Union Leadership	11:00 a.m. – 12:00 p.m. Meeting w/ City Auditor's Office	9:00 – 10:00 a.m. Job Candidate Interview
1:00 – 2:00 p.m. Meeting w/ Management Team	10:00 – 10:45 a.m. Meeting w/ PBA	1:30 – 2:00 p.m. Commissioner Briefing	12:00 – 12:30 p.m. Patrick/Staff 1:1	10:30 – 11:00 a.m. Project Update
2:00 – 2:30 p.m. HR Meeting	11:00 a.m. – 12:00 p.m. Interview w/ <i>The Oregonian</i> Editorial Board	4:00 – 5:00 p.m. Commissioner Briefing	3:00 – 4:00 p.m. Job Candidate Interview	11:00 – 11:30 a.m. Patrick/Staff 1:1
3:00 – 4:00 p.m. Meeting w/ Nick Fish	12:30 – 1:30 p.m. Patrick/Staff 1:1		4:00 – 5:00 p.m. Patrick/Staff 1:1	12:30 – 1:30 p.m. Meeting w/ Jay Ward & Jake Oken-Berg
	2:00 – 3:00 p.m. Interview w/ <i>Portland Business Journal</i>		5:00 – 6:00 p.m. Project Updates	2:00 – 3:00 p.m. Patrick/Staff 1:1
	3:30 – 4:30 p.m. Interview w/ <i>Portland Tribune</i>			3:00 – 4:00 p.m. Patrick/Staff 1:1