

**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 January 18 – 23, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
PDC Holiday 8:30 – 10:30 a.m. The Skanner Annual Martin Luther King, Jr. Breakfast	8:30 – 9:30 a.m. Patrick/Staff 1:1 9:30 – 10:30 a.m. Leadership Team Meeting 1:30 – 2:00 p.m. Meeting w/ Dan Saltzman 4:00 – 5:00 p.m. Patrick/Staff 1:1 5:30 – 7:30 p.m. Startup PDX Challenge Welcome Event	8:30 – 10:00 a.m. Meeting w/ Jillian Detweiler 12:00 -1:30 p.m. Meeting w/ Jeff Martin 1:30 – 2:30 p.m. Patrick/Staff 1:1 2:30 – 3:30 p.m. All Staff Project Updates 4:00 – 5:00 p.m. Patrick/Staff 1:1	10:00 – 10:30 a.m. Meeting w/ Ken Rust 10:30 – 11:00 a.m. Meeting w/ Nick Fish 2:00 – 3:00 p.m. Patrick/Staff 1:1 3:00 – 4:30 p.m. Equity Council Monthly Meeting	8:00 – 9:30 a.m. Greater Portland Inc 2020 Council Meeting 10:30 a.m. – 6:00 p.m. PBA Board Retreat
				Saturday
				9:00 a.m. – 7:00 p.m. American Leadership Forum Class 30

Week of January 25 – 29, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
10:00 – 11:00 a.m. Managers Work Group Meeting 11:00 – 11:30 a.m. Phone Call w/ Chair Kelly 2:30 – 3:00 p.m. Patrick/Staff 1:1 3:30 – 4:00 p.m. Patrick/Staff 1:1 4:00 – 5:00 p.m. Patrick/Staff 1:1	8:30 – 9:30 a.m. Meeting w/ Chair Kelly & Zari Santner 9:30 – 10:00 a.m. Meeting w/ Chair Kelly 10:00 a.m. – 12:30 p.m. Leadership Team Meeting 1:30 – 2:30 p.m. Patrick/Staff 1:1 3:00 – 3:50 p.m. Meeting w/ Fred Miller 4:00 – 5:00 p.m. PDC/Mayor Check-in	9:00 – 9:30 a.m. Phone Call w/ Jillian Detweiler 10:00 – 10:30 a.m. Project Updates 10:30 – 11:30 a.m. Patrick/Staff 1:1 11:30 a.m. – 1:00 p.m. Meeting w/ Barry Perkel 1:00 – 5:00 p.m. Commission Budget Work Session	8:30 – 10:00 a.m. All Staff Meeting 10:00 – 11:00 a.m. Patrick/Staff 1:1 12:30 – 1:30 p.m. Patrick/Staff 1:1 2:30 – 3:30 p.m. Patrick/Staff 1:1 3:30 – 5:30 p.m. Office Time	Vacation