

**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 May 23 – 27, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 10:00 a.m. Presentation to Grant HS students	9:30 – 10:30 a.m. Patrick/Staff 1:1	8:30 – 10:00 a.m. Meeting w/ Jillian Detweiler	8:30 – 10:00 a.m. All Staff Meeting	10:00 – 11:00 a.m. Meeting w/ Kathleen Lee Greater Portland Inc.
10:30 – 11:30 a.m. Managers Work Group Meeting	10:30 – 11:30 a.m. Patrick/Staff 1:1	10:00 – 10:30 a.m. HR Meeting	10:00 a.m. – 12:30 p.m. Office Time	11:30 a.m. – 12:00 p.m. Project Update
11:30 a.m. – 12:30 p.m. Project Phone Call w/ HR&A Advisors	1:30 – 4:00 p.m. Office Time	10:30 – 11:00 a.m. Patrick/Staff 1:1	2:00 – 2:30 p.m. Patrick/Staff 1:1	2:00 – 2:30 p.m. Project Update
1:00 – 3:00 p.m. Greater Portland 2020 Council Meeting	4:00 – 5:00 p.m. Leadership Team Meeting	11:45 a.m. – 1:30 p.m. OPB: Think Out Loud	2:30 – 5:00 p.m. Office Time	2:30 – 5:30 p.m. Office Time
3:00 – 4:00 p.m. Phone Interview w/ OPB		2:00 – 2:30 p.m. Meeting w/ James Frew		
4:00 – 5:00 p.m. Greater Portland 2020 Council Meeting		3:00 – 3:30 p.m. HR Meeting		
		3:30 – 4:00 p.m. Project Update		
		4:00 – 5:00 p.m. Patrick/Staff 1:1		

Week of May 30 – June 4, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
PDC Holiday	8:30 – 9:30 a.m. PHB/PDC Leadership Team Check-in	8:30 – 10:00 a.m. Meeting w/ Jillian Detweiler	9:00 – 10:00 a.m. Patrick/Staff 1:1	9:00 – 10:00 a.m. Meeting w/ Carl Talton
	9:30 – 11:30 a.m. Leadership Team Meeting	10:00 – 10:30 a.m. Project Updates	10:00 – 10:30 a.m. Patrick/Staff 1:1	11:00 a.m. – 12:00 p.m. PDC Long Term Business Plan Discussion w/ All Staff
	11:30 a.m. – 12:30 p.m. PDC Long Term Business Plan Discussion w/ All Staff	10:30 – 11:00 a.m. Phone call w/ Nitin Rai Elevate Capital	11:30 a.m. – 1:00 p.m. Portland Business Journal: Commercial Real Estate Awards	1:00 – 2:00 p.m. Patrick/Staff 1:1
	1:15 – 1:45 p.m. Project Update	11:00 – 11:30 a.m. Patrick/Staff 1:1	2:00 – 5:30 p.m. Office Time	2:30 – 3:30 p.m. Meeting w/ Commissioner Cruz
	2:00 – 3:00 p.m. Meeting w/ Commissioner Edlen	1:30 – 2:30 p.m. Meeting w/ HomeForward		Saturday
	4:00 – 5:00 p.m. Patrick/Staff 1:1	2:30 – 3:00 p.m. Phone Call w/ Jillian Detweiler		4:00 – 6:00 p.m. Sons of Haiti Celebration
		3:00 – 3:30 p.m. Meeting w/ Daniel Frye		6:15 – 8:00 p.m. Portland State University Gathering

		3:30 – 4:30 p.m. Patrick/Staff 1:1		
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Week of June 6 – 8, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 – 9:00 a.m. Project Update</p> <p>9:00 – 10:00 a.m. Commissioner Briefing</p> <p>10:00 – 11:00 a.m. Commissioner Briefing</p> <p>11:00 a.m. – 12:00 p.m. Commissioner Briefing</p> <p>12:00 – 12:45 p.m. Meeting w/ Chair Kelly</p> <p>1:30 – 2:00 p.m. Project Update w/ City Office of Management & Finance</p> <p>4:00 – 5:00 p.m. June 8 Commission Meeting Preparation</p>	<p>8:30 – 9:30 a.m. Patrick/Staff 1:1</p> <p>9:30 – 10:30 a.m. Leadership Team Meeting</p> <p>11:00 a.m. – 12:00 p.m. Meeting w/ Nick Fish</p> <p>12:30 – 2:00 p.m. Project Update</p> <p>2:30 – 3:30 p.m. Meeting w/ Amanda Fritz</p> <p>4:00 – 4:45 p.m. Project Update</p>	<p>8:30 – 10:00 a.m. Meeting w/ Jillian Detweiler</p> <p>10:30 – 11:30 a.m. Meeting w/ Ken Rust</p> <p>1:00 – 5:30 p.m. Commission Meeting</p> <p>[last day at PDC]</p>		