

**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.

Weeks of October 17 – 21, 2011

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 11:30 a.m. K Station Grand Opening	9:30 – 10:00 a.m. Project Meeting	8:00 – 8:30 a.m. Project Meeting	8:00 – 9:00 a.m. Patrick/Staff 1:1	8:00 – 9:30 p.m. Patrick/Charlie Hales
12:30 – 1:30 p.m. Patrick/Commissioner Straus 1:1	10:00 – 10:30 a.m. Patrick/Staff 1:1	8:30 – 11:30 a.m. Leadership Team Meeting	9:00 – 10:00 a.m. Patrick/Staff 1:1	10:00 – 11:00 a.m. Project Meeting External
1:30 – 2:00 p.m. Prep Meeting with Chair	11:30 – 1:00 p.m. Speaking Engagement – Melvin Mark Brokers Series	10:30 – 11:00 a.m. Patrick/Staff 1:1	10:00 – 11:00 a.m. Patrick/Staff 1:1	11:00 – 12:00 p.m. Commissioner Briefing
2:00 – 3:00 p.m. PDC/Commissioner Saltzman Monthly	1:00 – 2:30 p.m. Press Conference – Micro Districts	11:00 – 12:00 p.m. Home Builders Association	11:30 – 12:30 p.m. Patrick/Promise King	1:30 – 2:30 p.m. PDC/Commissioner Saltzman Monthly
3:00 – 4:00 p.m. PDC/Commissioner Fritz Monthly	2:30 – 3:00 p.m. Board Preparation	1:30 – 2:00 p.m. Speech Preparation	1:00 – 2:00 p.m. PDC/BPS Monthly	2:30 – 3:30 p.m. Patrick/Peter Parisot Weekly
4:30 – 5:00 p.m. Project Meeting	3:30 – 4:00 p.m. Pre Mayor meeting with Chair	2:30 – 3:30 p.m. Patrick/Warren Jimenez 1:1	3:00 – 4:30 p.m. Entrepreneurship Summit	4:00 – 5:00 p.m. Patrick/Staff 1:1
	4:00 – 5:00 p.m. PDC/Mayor Weekly 1:1	3:30 – 4:00 p.m. Prep meeting with Chair	5:00 – 7:00 p.m. Entrepreneurship Summit Event	6:00 – 8:00 p.m. Farm to Table Dinner
	5:30 – 7:30 p.m. OHSU Annual Technology Innovation Awards	4:00 – 5:00 p.m. PDC/Commissioner Leonard Monthly	7:00 – 8:00 p.m. PBA's Green Hour	
		5:00 – 5:30 p.m. Board Prep with Chair		

Week of October 24 - 28, 2011

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 9:30 a.m. Patrick/Staff	7:30 – 9:30 a.m. Pivotal Leaders Breakfast	8:00 – 10:00 a.m. Board of Directors Meeting	8:30 – 10:00 a.m. All Staff Meeting	8:30 – 9:30 a.m. Patrick/Staff 1:1
9:30 – 10:30 a.m. Commissioner Briefing	9:30 – 10:30 p.m. External Meeting	10:00 – 11:00 a.m. Patrick/Staff 1:1	10:30 – 11:30 a.m. Planning & Development Directors Meeting	9:30 – 10:30 a.m. Patrick/Staff 1:1
11:00 – 12:00 p.m. Commissioner Briefing	3:00 – 4:00 p.m. Project Meeting	11:30 – 12:00 p.m. Media Discussion	1:00 – 2:30 p.m. Roundtable Discussion with Senator Wyden	10:30 – 11:30 a.m. Patrick/Staff 1:1
12:00 – 1:00 p.m. Lunch – External	6:00 – 8:00 p.m. PoSI Event	1:30 – 2:30 p.m. Patrick/Staff 1:1	4:00 – 5:00 p.m. Patrick/Staff 1:1	1:30 – 2:30 p.m. PDC/PHB Leadership Meeting
1:00 – 2:30 p.m. Monthly Managers Meeting		4:00 – 5:00 p.m. Business Development		3:00 – 4:00 p.m. Patrick/Peter Parisot 1:1 Weekly
3:00 – 5:00 p.m. Leadership Team Meeting				4:15 – 5:15 p.m. Patrick/Warren Jimenez 1:1