

**Portland Development Commission (PDC)
Executive Director Calendar**

These weekly calendars represent Interim Executive Director Faye Brown's regular schedule of meetings plus any additional special meetings. The Director is often double-booked and her calendar may change on short notice.

Week of August 1-5, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9:00 – 10:00 a.m. Meeting with Tom Kelly</p> <p>11:30 a.m. – 12:30 p.m. Board of Commissioners Executive Session Meeting</p> <p>1:00 – 4:00 p.m. Office Time</p> <p>4:00 – 5:00 p.m. Faye/Staff Meeting</p>	<p>9:30 – 10:30 a.m. Leadership Team Meeting</p> <p>11:30 a.m. – 12:00 p.m. Project Update</p> <p>1:00 – 2:00 p.m. Project Update</p> <p>2:00 – 2:30 p.m. Faye/Staff Meeting</p> <p>3:00 – 3:30 p.m. Project Update</p> <p>3:30 – 5:00 p.m. Office Time</p>	<p>8:30 – 10:00 a.m. Meeting w/ Jillian Detweiler</p> <p>10:00 – 5:00 p.m. Office Time</p>	<p>8:00 – 10:00 a.m. Office Time</p> <p>10:30 – 11:00 a.m. Meeting with Commissioner Fritz</p> <p>11:30 a.m. – 1:00 p.m. Bureau Directors Meeting</p> <p>1:30 – 3:00 p.m. FIC Meeting</p> <p>3:30 – 4:00 p.m. Meeting with Tom Kelly</p>	<p>8:00 – 10:00 a.m. Office Time</p> <p>10:00 – 11:00 a.m. Faye/Staff Meeting</p> <p>11:00 – 11:30 a.m. Project Update</p> <p>1:00 – 2:00 p.m. Meeting with Heather Gantz</p> <p>2:00 – 5:00 p.m. Office Time</p>

Week of August 8-12, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9:00 – 9:40 a.m. Project Updates</p> <p>10:00 a.m. – 12:00 p.m. Office Time</p> <p>1:00 – 2:30 p.m. Mayor Hales Bi-Weekly Meeting</p> <p>3:00 – 4:00 p.m. Board of Commissioners Executive Session Meeting</p> <p>4:30 – 5:00 p.m. Meeting with Jamie Dunphy, Commissioner Fish's Office</p>	<p>8:30 – 9:15 a.m. All Staff Meeting</p> <p>9:30 – 10:30 a.m. Leadership Team Meeting</p> <p>10:30 – 11:30 a.m. Bi-Weekly Strategy Session with Leadership Team Meeting</p> <p>1:30 – 2:00 p.m. Project Updates</p> <p>2:00 – 3:00 p.m. Office Time</p>	<p>8:00 – 8:30 a.m. Faye/Staff Meeting</p> <p>8:30 – 10:00 a.m. Meeting w/ Jillian Detweiler</p> <p>10:00 – 10:30 a.m. Faye/Staff Meeting</p> <p>12:00 – 12:30 p.m. Conference Call Meeting with Commissioner Edlen</p> <p>1:00 – 5:00 p.m. Office Time</p>	<p>8:30 – 9:00 a.m. Faye/Staff Prep for Board of Commissioners Meeting</p> <p>10:00 – 11:00 a.m. Project Update</p> <p>12:00 – 12:30 p.m. Project Update</p> <p>12:45 - 1:00 p.m. Faye/Staff Meeting</p> <p>1:00 – 3:00 p.m. Office Time</p> <p>3:00 – 4:00 p.m. Faye/Staff Meeting</p>	<p>8:00 – 10:00 a.m. Office Time</p> <p>10:00 – 10:30 a.m. Faye/Staff Meeting</p> <p>1:30 – 3:30 p.m. Personal Appointment</p> <p>3:30 – 5:00 p.m. Office Time</p>