

**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 15-19, 2016 (Faye Brown as Interim Executive Director)

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 10:00 a.m. Commissioner Briefings	8:30 – 9:00 a.m. Faye/Staff Meeting	8:30 – 10:00 a.m. Meeting w/ Jillian Detweiler	9:30 – 10:00 a.m. Commissioner Briefing	9:30 – 11:30 a.m. Budget Planning Prep Meeting
10:00 – 10:40 a.m. Faye/Staff Meeting	9:30 a.m. – 10:00 p.m. Faye/Staff Meeting	10:00 a.m. – 2:00 p.m. Office Time	10:00 a.m. – 1:30 p.m. Office Time	1:00 – 5:00 p.m. Office Time
11:00 a.m. – 12:00 p.m. Commissioner Briefings	11:30 a.m. – 12:00 p.m. Faye/Staff Meeting	2:00 – 2:30 p.m. Faye/Staff Meeting	1:30 – 2:30 p.m. Financial Investment Committee (FIC) Meeting	
1:00 – 3:00 p.m. Office Time	2:00 – 3:00 p.m. Leadership Team Meeting	3:00 – 5:00 p.m. PDC Board of Commissioners Meeting	3:00 – 4:00 p.m. Meeting with Asian Health Science Center	
3:30 – 4:30 p.m. Unity Center Shelter and Housing Strategy Meeting	3:00 – 5:00 p.m. Office Time			

Week of August 22-26, 2016 (Kimberly Branam as Newly Elected Executive Director)

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 10:00 a.m. Check-in phone calls with PDC Commissioners	8:30 – 9:30 a.m. Meeting with Community Economic Development Team	8:00 – 8:30 a.m. Kimberly/Staff Meeting	9:00 – 10:00 a.m. Kimberly/Staff Meeting	8:00 – 9:00 a.m. Meeting with Diana Nunez
10:00 – 11:30 p.m. Managers Work Group Meeting	9:30 – 11:30 a.m. Leadership Team Meeting	8:30 – 10:00 a.m. Meeting w/ Jillian Detweiler	11:15 a.m. – 1:00 p.m. Office Time	9:00 – 10:00 a.m. Office Time
1:30 – 2:00 p.m. Check-in phone calls with PDC Commissioners	12:00 – 1:00 p.m. Kimberly/Staff Meeting	10:30 a.m. – 12:00 p.m. PDC All Staff Meeting	1:30 – 2:00 p.m. Communications Check-in Meeting	10:00 – 11:00 a.m. Meeting with Neil McFarlane
2:00 – 3:00 p.m. Meeting with Accounting Dept.	3:00 – 4:30 p.m. Equity Council Monthly Meeting	12:00 – 1:00 p.m. Kimberly/Staff Meeting	3:00 – 4:00 p.m. Kimberly/Staff Meeting	11:00 a.m. – 12:00 p.m. Open Staff Time
3:00 – 4:00 p.m. Office Time	5:00 – 6:00 p.m. John Mohlis (former PDC Commissioner) Retirement Party	1:00 – 4:00 p.m. Office Time		1:30 – 2:00 p.m. Project Update
4:00 – 4:30 p.m. Kimberly/Staff Meeting		4:00 – 4:30 p.m. Meeting with Jules Rogers		2:00 – 2:30 p.m. Staff Exit Interview