

**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 29 - September 2, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:15 a.m. Kimberly/Staff Meeting	8:30 – 9:00 a.m. Kimberly/Staff Meeting	8:30 – 9:30 a.m. Meeting w/ Mayor's Office	8:30 – 11:00 a.m. Kimberly/Staff Meetings	8:00 – 10:00 a.m. Office Time
9:30 – 10:00 a.m. Office Time	9:30 a.m. – 10:30 p.m. Leadership Team Meeting	9:30 a.m. – 11:30 a.m. Meeting w/ Elevate Capital Investment	11:30 a.m. – 1:00 p.m. Bureau Directors Meeting	10:30 – 11:30 a.m. Meeting with PDC Board Chair Tom Kelly
10:00 a.m. – 12:00 p.m. Kimberly/Staff Meetings	10:30 – 11:00 a.m. Office Time	1:00 – 2:00 p.m. Meeting w/ Governor Brown's Regional Solution's Coordinator	2:00 – 3:00 p.m. Meeting with Tom Rinehart	12:00 – 5:00 p.m. Personal Time Off
1:00 – 1:30 p.m. Kimberly/Union meeting	11:30 a.m. – 1:00 p.m. Meeting with Hacienda CDC	2:00 – 5:30 p.m. Kimberly/Staff Meetings	3:00 – 4:30 p.m. Kimberly/Staff Meetings	
1:30 – 2:30 p.m. Kimberly/Staff Meeting	1:00 – 3:00 p.m. Kimberly/Staff Meetings		4:30 – 5:00 p.m. Office Time	
2:30 – 3:00 p.m. Office Time	3:00 – 4:30 p.m. Project Updates			
3:00 – 5:00 p.m. Kimberly/Staff Meetings	4:30 – 5:00 p.m. Kimberly/Staff Meeting			

Week of September 5-9, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
Office Holiday	8:00 – 9:00 a.m. Office Time	8:00 – 8:30 a.m. Office Time	7:30 – 10:30 a.m. GPI Annual Economic Summit	8:00 – 9:00 a.m. Kimberly/Staff Meeting
	9:00 – 9:30 a.m. Kimberly/Staff Meeting	8:30 – 9:30 a.m. PDC All Staff Meeting	10:30 a.m. – 12:00 p.m. P&D Directors Meeting	9:00 – 11:00 a.m. Project Updates
	9:30 – 11:30 a.m. Leadership Team Meetings	10:00 a.m. – 11:30 p.m. Kimberly/Staff Meetings	1:00 – 3:00 p.m. Office Time	11:00 a.m. – 12:00 p.m. Kimberly/Staff Meeting
	11:45 a.m. – 12:45 p.m. Meeting with former PDC Board Chair Scott Andrews	12:00 – 1:00 p.m. Office Time	3:00 – 4:30 p.m. Kimberly/Staff Meeting	1:00 – 1:30 p.m. Office Time
	1:45 – 1:00 p.m. Project Update	1:30 – 2:00 p.m. Kimberly/Staff Meetings	4:30 – 5:00 p.m. Kimberly/PDC Board Chair Tom Kelly Conference Call	1:30 – 2:00 p.m. Kimberly/PSU President Conference Call
	1:00 – 3:00 p.m. Office Time	2:30 – 4:30 p.m. Project Updates	6:00 – 9:00 p.m. Hispanic Metropolitan Chamber Hispanic Heritage Celebration	2:00 – 3:00 p.m. Open Staff Time
	3:00 – 4:00 p.m. Meeting with Switchboard			3:30 – 4:30 p.m. Meeting with Commissioner Fritz