

Portland Development Commission (PDC)

Executive Director Calendar

These weekly calendars represent Interim Executive Director Kimberly Branam’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 April 3 – April 7, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 10:00 AM Desk Time	8:00 AM -8:30 AM Desk Time	8:00 AM – 10:00 AM Office and Internal Staff Meetings	7:45 AM – 9:00 AM POIC Work Connections Breakfast	8:00 AM – 8:30 AM Desk Time
10:00 AM – 11:00 AM Meeting w/ Office of Finance & Management	8:30 AM – 9:00 AM Meeting w/ John Eisenberg	10:00 AM – 11:30 AM Meeting w/ KornFerry	9:30 AM – 10:15 AM Meeting w/ Andrew McGough and Patrick Gihring	9:00 AM – 10:00 AM Monthly meeting w/ Mayor Wheeler & PDC
11:00 AM – 12:00 PM Internal Staff Meetings	9:00 AM – 10:00 AM Meeting with Dr. Brown	11:30 AM – 5:00 PM Office and Internal Staff Meetings	10:15 AM – 11:00 AM Office and Internal Staff Meetings	10:00 AM – 10:30 AM Mayor's Office/PDC Leadership Weekly Check-In
Out Ill the Remainder of the Day	10:00 AM – 3:00 PM Internal Staff Meetings	5:30 PM – 8:00 PM ReachNow Open House	11:30 AM – 1:00 PM Bureau Directors Meeting	12:00 PM – 2:00 PM Joint Neighborhood Economic Development Leadership Group/ Central City Budget Advisory Committee Meeting
	3:00 PM – 3:20 PM Meeting w/ Mayor Ted Wheeler, Tim Carpenter and Dan Steffey		1:30 PM – 2:00 PM Meeting w/ Tom Rinehart	
	3:30 PM – 5:00 PM Internal Staff Meeting		2:30 PM – 5:00 PM Office and Internal Staff Meetings	

Week of April 10 – April 14, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 9:00 AM Internal Staff Meetings	7:30 AM – 9:00 AM Portland Business Alliance Board Meeting	7:00 AM – 9:00 AM Construction Apprenticeship & Workforce Solutions Convening	8:00 AM – 8:45 AM Desk Time	7:30 AM – 9:00 AM Workforce Development Board Meeting
9:00 AM – 10:00 AM Commissioner Briefing w/ Commissioners Cruz and Myers	9:30 AM – 12:30 PM Office and Internal Staff Meetings	9:30 AM – 11:00 AM Internal Staff Meetings	9:00 AM – 10:00 AM Greater Portland 2020 Executive Committee Meeting	10:00 AM – 11:00 AM Meeting w/ Commissioner Fritz
10:00 AM – 11:00 AM Internal Staff Meeting	1:00 PM – 2:00 PM Meeting with Tim Hennessy	11:00 AM – 11:45 AM Meeting w/ Bob Currey Wilson	10:00 AM – 11:00 AM Greater Portland 2020 Council Meeting	11:00 AM – 12:00 PM Mayor's Office/PDC Leadership Weekly Check-In
12:00 PM – 1:00 PM Commissioner Briefing/Chair Kelly & Commissioner Moreland-Capuia	2:00 PM – 3:30 PM Office and Internal Staff Meetings	1:00 PM – 1:45 PM Meeting w/ Skip Newberry	10:30 AM – 12:00 PM Planning & Development Directors Meeting	12:00 PM – 2:00 PM Office and Internal Staff Meetings
1:00 PM – 4:45 PM Personnel Interviews	4:00 PM – 5:00 PM Bureau of Planning & Sustainability and Portland Bureau of Transportation Check-In	2:00 PM – 3:00 PM Desk Time	2:30 PM – 4:30 PM Office and Internal Staff Meetings	2:15 PM – 2:30 PM Budget Meeting w/ Mayor Wheeler
		3:00 PM – 5:00 PM PDC Board of Commissioners Meeting	4:45 PM – 7:45 PM Judge at 2017 Oregon New Venture Championship	2:30 PM – 3:00 PM Attended Farewell for Paul Scarlett
				3:00 PM – 5:00 PM Office and Internal Staff Meetings