

**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 December 19 – December 23, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 AM – 10:30 AM Office and Internal Staff Meetings</p> <p>10:30 AM – 12:30 PM Meeting w/ Waldron regarding personnel recruitment</p> <p>12:30 PM – 2:30 PM Office and Internal Staff Meetings</p> <p>3:00 PM – 4:00 PM Meeting w/ Commissioner Saltzman</p>	<p>8:00 AM – 9:00 AM Office and Internal Staff Meetings</p> <p>9:00 AM – 10:00 AM Meeting w/ Mayor Elect Wheeler regarding Economic Development</p> <p>11:00 AM – 12:00 PM Kimberly meeting w/ Pat Harrington & Michael Tingley</p> <p>12:00-2:30 Office and Internal Staff Meetings</p> <p>2:30 PM – 3:15 PM Meeting w/ John Washington & Fawn Aberson</p> <p>3:30 PM – 4:00 PM Meeting w/ Len Bergstein</p> <p>4:00 PM – 5:00 PM Office and Internal Staff Meetings</p>	<p>9:00 AM – 1:30 PM Office and Internal Staff Meetings</p> <p>2:00 PM – 3:00 PM Meeting w/ Nancy Stueber & Carol Gossett</p> <p>3:30-5:00 Office and Internal Staff Meetings</p>	<p>Sick Leave</p>	<p>8:00-8:45 Office Time</p> <p>9:00 AM – 9:45 AM Visit Albina Yard with Chair Kelly & Thomas Robinson</p> <p>9:45 AM – 10:45 AM Kimberly & PDC Chair Kelly Check-In</p> <p>11:00-1:15 Office and Internal Staff Meetings</p> <p>1:30 PM – 1:35 PM Telephone meeting w/ Commissioner Fish</p> <p>1:30 PM – 3:00 PM Office and Internal Staff Meetings</p> <p>3:00 PM – 3:15 PM Telephone meeting w/ Larry Jackson</p> <p>3:15 PM – 5:00 Office and Internal Staff Meetings</p>

Week of December 26 – December 30, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>PDC Holiday Closure</p>	<p>Vacation</p>	<p>Vacation</p>	<p>Vacation</p>	<p>Vacation</p>