

**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 5 – December 9, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9:00 AM – 9:30 AM Meeting w/ Mike Andrews</p> <p>10:00 AM – 2:00:00 AM Office and Internal Staff Meetings</p> <p>2:30 PM – 3:30 PM Kimberly present at Otak, Inc.</p> <p>4:00 PM – 4:30 PM Telephone meeting w/ Tom Reinhart</p> <p>4:30-5:30 Internal Staff Meetings</p>	<p>8:00 AM – 8:30 AM Meeting w/Kristin Asai</p> <p>9:00 AM – 10:00 AM ReachNow EV Media Launch</p> <p>11:00 AM – 11:30 AM Meeting w/Commissioner Fritz</p> <p>1:00 PM – 2:00 PM Executive Equity Committee</p> <p>2:30 PM – 3:00 PM Meeting w/ Ben Kaiser</p> <p>3:00 PM – 3:45 PM Meeting w/ Dan Lavey</p>	<p>8:00 AM – 11:30 AM Office and Internal Staff Meetings</p> <p>12:00 PM – 1:30 PM Broadway Corridor Lunch w/ Panelists & Mayor-Elect</p> <p>4:00 PM – 8:00 PM Public Workshop Broadway Corridor</p>	<p>City Offices Closed Due to Incremental Weather</p>	<p>10:00 AM – 2:00 PM Office and Internal Staff Meetings</p> <p>2:00 PM – 2:30 PM Meeting Commissioner Fish</p> <p>2:30 PM – 3:00 PM Meeting with Diana Nunez</p> <p>3:30 PM – 5:30 PM Office and Internal Staff Meetings</p>

Week of December 12 – December 16, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 AM – 9:00 AM Internal Staff Meetings</p> <p>9:00 AM – 10:00 AM Commissioner’s Briefings Commissioners Cruz Jr. & Myers</p> <p>1:00 PM – 2:00 PM Commissioner’s Briefing Chair Kelly & Commissioner Edlen</p> <p>2:00 PM – 3:00 PM Office and Internal Staff Meeting</p> <p>3:00 PM – 3:30 PM Meeting w/ Weinstein Public Relations Team</p> <p>4:00 PM – 5:00 PM Commissioner's Briefing Dr. Moreland-Capuia</p>	<p>7:30 AM – 9:00 AM Portland Business Alliance Board Meeting</p> <p>9:30 AM – 2:00 PM Office and Internal Staff Meetings</p> <p>2:00 PM – 2:30 PM Phone call w/ Tom Reinhart</p> <p>2:30 PM – 5:30 PM Office Time</p>	<p>8:00 AM – 12:30 PM PDC Board of Commissioners Retreat</p> <p>12:30 PM – 2:30 PM PDC Board of Commissioners Meeting</p> <p>Meeting was shortened due to Inclement Weather</p>	<p>8:30 AM – 11:00 AM Office and Internal Staff Meetings</p> <p>11:00 AM – 11:30 AM Telephone meeting w/Gloria Guerrero</p> <p>11:30 AM – 2:30 PM Office and Internal Staff Meetings</p> <p>2:30 PM – 3:00 PM Telephone meeting w/ Brad Malsin</p> <p>3:00 PM – 4:00 PM Internal Staff Meeting</p>	<p>8:00 AM – 10:00 AM Office and Internal Staff Meetings</p> <p>10:00 AM – 11:00 AM Monthly FEMA BiOp Implementation Meeting</p> <p>11:30 AM – 1:30 PM Office and Internal Staff Meeting s</p> <p>2:00 PM – 3:30 PM Mayor Hales/PDC Check-In</p> <p>4:00 PM – 5:00 PM Internal Staff Meeting</p> <p>5:30 PM – 8:30PM Commissioner/Bureau Directors Reception</p>