

**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 November 21-25, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>9:00 AM – 10:00 AM Mtg. w/ Dennis Allen, Holland Partner Group</p> <p>10:00 AM – 11:00 AM Office Time</p> <p>11:30 AM – 1:00 PM Meeting w/ Hispanic Chamber</p> <p>2:00 PM – 3:00 PM Internal Staff Meetings</p> <p>3:30 PM – 4:30 PM Meeting w/ Commissioner Meyers</p> <p>4:30 PM – 5:00 PM Internal Staff Meetings</p>	<p>11:00 AM – 12:00 PM United States Postal Service Key Ceremony</p> <p>12:00 PM – 1:00 PM Meeting w/ Nancy Hales and PDC Chair Kelly</p> <p>1:30 PM – 2:00 PM Meeting w/ Brentley Bullock and Perkins Coie</p> <p>2:30 PM – 3:00 PM Meeting w/ Elizabeth Leach</p> <p>3:00 PM – 4:30 PM Office and Internal Staff Meetings</p> <p>4:30 PM – 5:00 PM Meeting w/ Kevin Jeans-Gail</p>	<p>8:00 AM – 9:00 AM Office and Internal Staff Meetings</p> <p>9:00 AM – 9:30 AM Meeting w/ Rachel Hill</p> <p>10:00 AM – 10:30 AM Internal Staff Meeting</p> <p>11:00 AM – 12:00 PM UNIVISION Video Interview</p> <p>1:30 PM – 3:30 PM Internal Staff Meetings</p> <p>3:30-4:30 Meeting w/ Raahi Reddy, Maurice Rahming, Duncan Hwang and Kelly Haines</p>	<p>HOLIDAY</p>	<p>OFFICES CLOSED</p>

Week of November 28 – December 2, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:30 AM – 9:30 AM Internal Staff Meetings</p> <p>9:30 AM – 12:15 AM Director of Social Equity, Policy & Communications - Interviews</p> <p>1:00 PM – 2:15 PM PDC Update Meeting/Mayor Hales</p> <p>2:30 PM – 3:45 PM Internal Staff meetings</p> <p>4:00 PM – 5:00 PM Meeting w/ PDC Chair Kelly</p>	<p>8:30 AM – 11:15 AM Director of Social Equity, Policy & Communications - Interview</p> <p>11:30 AM – 4:00 PM Internal Staff meetings</p> <p>4:00 PM – 5:00 PM Meeting w/ Michael Tevis</p>	<p>7:00 AM – 8:00 AM Meeting w/ Commissioner Edlen</p> <p>8:15 AM – 1:00 Office and Internal Staff Meetings</p> <p>1:00 PM – 1:30 PM Meeting w/ Nate McCoy</p> <p>1:30 PM – 4:15 PM Director of Social Equity, Policy & Communications - Interviews</p> <p>4:15 PM – 5:15 PM Internal Staff Meeting</p>	<p>7:45 AM – 2:00 PM Bureau Directors Meeting</p> <p>3:00 PM – 5:00 PM 2016 International Air Service Committee (IASC) Fall Meeting</p> <p>6:00 PM – 7:00 PM National Association of Minority Contractors Holiday Networking Event</p>	<p>7:30 AM – 8:15 AM Office and Internal Staff Meeting</p> <p>8:15 AM – 11:00 AM Director of Social Equity, Policy & Communications - Interview</p> <p>12:00 PM – 2:00 PM Columbia Pacific Building Trades Holiday Party</p> <p>2:00 PM – 5:00 PM Internal Staff Meetings</p>