

**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 October 10-14, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 10:30 a.m. Commissioner Briefings	7:30 – 9:00 a.m. Portland Business Alliance Board Meeting	9:00 – 10:00 a.m. Discussion w/ Willamette Week	8:00 – 9:00 a.m. Kimberly/Staff Meeting	7:30 – 9:30 a.m. Workforce Development Board Meeting
10:30 – 11:00 a.m. Kimberly/Staff Meeting	9:30 – 10:30 a.m. Leadership Team Meeting	10:00 – 1:00 p.m. Office Time	9:00 – 9:30 a.m. Informational Interview w/ Jonathan Elkin	10:00 – 10:30 a.m. Meeting w/ Cam Turner, United Fund Advisors
11:00 a.m. – 12:00 p.m. Office Time	10:30 a.m. – 12:00 p.m. Office Time	1:00 – 3:00 p.m. Project Updates	10:30 a.m. – 12:00 p.m. P&D Directors Meeting	10:30 – 11:00 a.m. Informational Meeting w/ Deanna DSouza
1:30 – 2:00 p.m. Meeting w/ Commissioner Fritz	12:30 – 1:30 p.m. Meeting w/ Nitin Rai, Elevate	3:00 – 5:00 p.m. PDC Board of Commissioners Meeting	2:00 – 3:00 p.m. Portland Housing Bureau Meeting	11:00 a.m. – 2:30 p.m. Office Time
2:30 – 3:00 p.m. Kimberly/Staff Meeting	2:00 – 3:30 p.m. Office Time	5:00 – 6:00 p.m. Welcome Reception for Mark Mitsui, PCC President	3:30 – 5:00 p.m. Kimberly/Staff Meeting	3:00 – 4:30 p.m. Meeting w/ Mayor Hales
3:00 – 4:00 p.m. Project Update	3:30 – 4:30 p.m. Meeting with Duncan Hwang, Asian Pacific American Network of Oregon			5:00 – 6:30 p.m. REACH Annual Dinner & Fundraiser
4:00 – 5:00 p.m. Office Time	4:30 – 5:00 p.m. Project Update			7:00 – 9:30 p.m. Asian Health & Services Center Event

Week of October 17-21, 2016

Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 9:30 a.m. Meeting w/ Skip Newberry, TAO	8:00 – 9:00 a.m. Meeting w/ Craig Wessel, Portland Business Journal	7:30 – 8:30 a.m. Greater Portland Inc. Board Meeting	8:00 – 9:00 a.m. Kimberly/Staff Meeting	8:30 – 9:30 a.m. Kimberly/Staff Time
10:00 – 11:30 a.m. Kimberly/Staff Meeting & Project Update	9:30 a.m. – 12:00 p.m. Office Time	10:30 – 11:00 a.m. Meeting w/ Tom Rinehart, Office of Management & Finance	9:00 – 9:30 a.m. Meeting w/ Ryan Buchanan, eROI	10:00 – 11:00 a.m. Monthly FEMA BiOp Implementation Meeting
11:30 a.m. – 12:00 p.m. Meeting w/ Dwayne Johnson, Scale Up Partners	12:00 – 1:00 p.m. Central City Committee Meeting	11:00 – 11:30 a.m. Conference Call w/ David Drinkward, Hoffman Corp.	10:00 – 11:00 a.m. Office Time	11:00 a.m. – 12:00 p.m. Meeting w/ Commissioner Fish
12:00 – 1:00 p.m. Office Time	1:30 – 2:30 p.m. Meeting w/ Casey Parks, Oregonian	12:00 – 1:00 p.m. Meeting w/ Janet LaBar, Greater Portland, Inc	11:30 a.m. – 1:00 p.m. Bureau Directors Meeting	2:00 – 3:30 p.m. Ribbon Cutting at North by Northwest Community Health Center
1:00 – 2:00 p.m. Meeting w/ Tony DeFalco, Verde	3:00 – 4:30 p.m. Leadership Team Meeting	2:00 – 3:00 p.m. Meeting w/Nolan Lienhart, ZGF	1:30 – 3:00 p.m. Office Time	4:00 – 5:00 p.m. Office Time
2:30 – 3:30 p.m. Meeting w/ Commissioner Saltzman	4:30 – 5:00 p.m. Bi-Weekly Strategy Session	3:00 – 4:00 p.m. Meeting w/ Mayor's office	3:00 – 4:00 p.m. Project Update	
4:00 – 5:00 p.m. Kimberly/Staff Meeting			5:00 – 6:00 p.m. N/NE CDI Community Forum	
			6:00 – 9:00 p.m. Oregon Business Assoc. Statesman Dinner Event	

