

**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 24-28, 2016**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>9:00 AM – 9:30 AM Meeting w/ Charles McGee, Black Parent Initiative</p> <p>10:00 AM – 11:30 AM Managers Work Group</p> <p>11:30 AM – 12:00 PM Project Update</p> <p>1:00 PM – 2:00 PM Kimberly/Staff 1:1</p> <p>2:00 PM – 2:30 PM Project Update</p> <p>3:00 PM – 4:00 PM Project Update Mayor Hales/Commissioner Saltzman</p> <p>4:30 PM – 5:00 PM Meeting w/ Joe Esmond, IBEW 48</p>	<p>9:30 AM – 10:30 AM Leadership Team Meeting</p> <p>11:00 AM – 11:45 AM Project Update Portland Bureau of Transportation Assistant Director Maurice Henderson</p> <p>12:00 PM – 1:00 PM Lunch</p> <p>1:30 PM -2:00 PM Office Time</p> <p>2:00 PM – 3:00 PM Kimberly/Staff 1:1</p> <p>3:00 PM – 3:30 PM Kimberly/Staff 1:1</p> <p>4:00 PM – 6:00 PM Desk Time</p>	<p>8:00 AM – 10:30 AM Consultant Interviews</p> <p>11:00 AM – 12:00 PM "The Field Office" Groundbreaking</p> <p>12:30 PM – 1:30 PM Lunch w/ Andrew McGough ,Executive Director, Work Systems</p> <p>2:00 PM – 4:00 PM Project Updates</p> <p>4:00 PM – 6:00 PM Desk Time</p> <p>6:00 PM – 8:00 PM Welcome Reception for Paul Lumley, Executive Director, Native American Youth and Family Center (NAYA)</p>	<p>9:00 AM – 10:00 AM Kimberly/Staff 1:1</p> <p>10:00 AM – 11:00 AM Meeting with Bishop Steven Holt</p> <p>11:00 AM – 12:00 PM Meeting w/ James Posey and Jo Ann Hardesty</p> <p>12:00 PM – 12:30 PM Office Time</p> <p>1:30 PM – 2:30 PM Project Update</p> <p>2:30 PM – 3:00 PM Office Time</p> <p>3:00 PM – 4:00 PM Kimberly/Staff 1:1</p> <p>4:00 PM – 5:00 PM Desk Time</p>	<p>8:00 AM – 9:00 AM Breakfast w/ John Southgate</p> <p>9:30 AM – 11:00 AM Meeting w/ Mayor Charlie Hales</p> <p>11:00 AM – 12:30 PM Meeting w/ Portland Housing Bureau Leadership</p> <p>12:30 PM – 1:30 PM Open Staff time</p> <p>2:00 PM – 2:30 PM Call w/ Brad Malsin</p> <p>2:30 PM – 3:00 PM Project Update</p> <p>3:00 PM – 3:30 PM Kimberly/Staff 1:1</p> <p>4:00 PM – 5:00 PM Meeting w/ Chair Kelly</p>

**Week of October 31- November 4, 2016**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>8:00 AM – 10:00 AM Desk Time</p> <p>10:00 AM – 10:30 AM Private Appointment</p> <p>10:30 AM – 11:00 AM Desk Time</p> <p>11:00 AM – 1:00 PM All Staff Meeting</p> <p>1:00 PM – 2:00 PM Kimberly/Staff 1:1</p> <p>2:00 PM – 2:30 PM Desk Time</p> <p>2:30 PM – 4:00 PM Private Appointment</p> <p>4:00 PM – 4:30 PM Telephone Interview/ Cervante Pope, The Skanner</p>	<p>8:00 PM – 9:00 AM Desk Time</p> <p>9:30 AM – 11:30 AM Leadership Team Meeting and Bi-Weekly Strategy Session</p> <p>11:30 AM – 1:00 PM Nelson Food Cart Dedication</p> <p>1:00 PM – 2:00 PM Project Update</p> <p>1:00 PM – 2:00 PM Kimberly/Staff 1:1</p> <p>2:00 PM – 3:00 PM Project Update</p> <p>3:30 PM – 4:30 PM Economic Development Roundtable</p> <p>6:00 PM – 9:00 PM Portland Business Alliance 2016 Business Leadership Evening</p>	<p>8:00 AM – 1:00 PM Greater Portland Inc. Board Retreat</p> <p>1:30 PM – 2:00 PM Union -Executive Director Meeting</p> <p>2:30 PM – 4:00 PM Kimberly/Staff 1:1's</p> <p>4:00 PM – 4:30 PM Project Update</p> <p>4:30 PM – 5:00 PM Desk Time</p>	<p>8:30 AM – 10:00 AM Kimberly/Staff 1:1's</p> <p>10:00 AM – 11:00 AM Project Update</p> <p>11:30 AM – 1:00 PM Bureau Directors Meeting</p> <p>1:00 PM – 2:00 PM Meeting w/ Commissioner Fritz and Mike Abbate</p> <p>2:30 PM – 3:30 PM Project Update w/ Mayor Elect Wheeler</p> <p>4:00 PM – 5:15 PM Mayor's Office/PDC Check In</p> <p>5:30 PM – 6:30 PM Desk Time</p>	<p>8:00 AM – 10:00 AM Communications Strategy Scoping</p> <p>11:00 AM – 12:30 PM PDC Update Bi-Weekly Meeting w/ Mayor Hales</p> <p>1:00 PM – 2:00 PM Kimberly/Staff 1:1</p> <p>2:00 PM – 3:00 PM Meeting w/ Jim Mark, Melvin Mark Companies</p> <p>3:00 PM – 5:30 PM Desk Time</p>