

**Portland Development Commission (PDC)  
Executive Director Calendar**

These weekly calendars represent Interim Executive Director Faye Brown'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 September 12-16, 2016**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 – 9:0 a.m. Office Time	7:30 – 9:00 a.m. Portland Business Alliance Board Meeting	8:30 – 9:00 a.m. Meeting w/ Tom Lander	10:00 – 10:30 a.m. Meeting w/ Commissioner Fish	9:00 – 9:30 a.m. Meeting w/ Sarah Stevenson, Innovative Housing Inc.
9:00 a.m. – 12:00 p.m. Commissioners Briefings	9:30 – 10:30 a.m. Leadership Team Meeting	9:30 – 10:00 a.m. Kimberly/Staff Meetings	1:00 – 3:00 p.m. Personal Appointment	10:00 – 10:45 a.m. Meeting w/ Joseph Santos-Lyons
10:00 a.m. – 12:00 p.m. Kimberly/Staff Meetings	11:30 a.m. – 1:30 p.m. Personal Appointment	10:30 – 11:00 a.m. Meeting w/ Johnell Bell, Sen. Merkley's office	3:00 – 4:00 p.m. Kimberly/Staff Meeting	10:45 – 11:30 a.m. Project Update
12:00 – 1:00 p.m. Project Updates	2:00 – 3:30 p.m. Budget Process Debrief	11:30 a.m. – 12:00 p.m. Kimberly/Staff Meetings	4:00 – 4:30 p.m. Meeting w/ NAIOP Workshop Students	12:00 – 1:00 p.m. Meeting w/Susan Anderson, Bureau of Planning & Sustainability
1:00 – 1:30 p.m. Kimberly/Staff Meeting	4:00 – 4:30 p.m. Kimberly/Staff Meeting	12:00 – 1:00 p.m. PDC Board Audit Committee Meeting	4:30 – 5:00 p.m. Conference Call w/ Gerard Lester, Vacasa	1:00 – 5:00 p.m. Out of Office
1:30 – 3:00 p.m. Office Time		1:00 – 3:00 p.m. Office Time		
3:00 – 3:30 p.m. Conference Call with Commissioner Saltzman		3:00 – 5:00 p.m. PDC Board of Commissioners Meeting		
3:30 – 5:00 p.m. Project Updates		5:00 – 7:00 p.m. USPS Event		

**Week of September 19-23, 2016**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 – 9:00 a.m. Kimberly/Staff Meeting	8:00 – 10:00 a.m. Financial Sustainability Committee Meeting	7:30 – 9:00 a.m. NAIOP Breakfast Event	8:00 – 10:00 a.m. Office Time	8:30 – 9:00 a.m. Project Update Conference Call
9:00 – 10:00 a.m. Office Time	10:30 – 11:30 a.m. Bi-Weekly Strategy Session	9:30 – 11:00 a.m. Office Time	10:00 – 11:00 a.m. Kimberly/Staff Meeting	9:00 – 9:45 a.m. Communications and Branding Strategy Meeting
10:00 – 11:30 a.m. Managers Work Group Meeting	11:30 a.m. – 2:30 p.m. Travel Portland Event	11:00 – 11:30 a.m. Conference Call w/ Joaquin Lippincott, Metal Toad	11:00 – 11:30 a.m. Conference Call w/ Cervante Pope, Portland Observer	9:45 – 11:00 a.m. Kimberly/Staff Meeting
1:00 – 2:30 p.m. Meeting w/ Mayor Hales	3:00 – 4:00 p.m. Kimberly/Staff Meeting	12:00 – 1:00 p.m. Meeting w/ Rey Espana, NAYA	1:00 – 2:00 p.m. Meeting w/ Liesl Wendt, Multnomah Cty.	11:00 a.m. – 12:00 p.m. Leadership Team Meeting
2:30 – 3:25 p.m. Meeting w/ Fred Miller, Office of Management & Finance	4:00 – 5:00 p.m. Office Time	1:30 – 2:30 p.m. Meeting w/ Brad Malsin, Beam Development	2:00 – 3:00 p.m. Office Time	1:00 – 5:00 p.m. Office Time
4:00 – 5:00 p.m. Office Time	6:00 – 9:00 p.m. EcoTrust Event	3:00 – 4:30 p.m. Equity Council Meeting	3:00 – 5:00 p.m. Kimberly/Staff Meeting	5:00 – 9:00 p.m. Latino Network Annual Dinner