

**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 February 13 – February 17, 2017**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30 AM – 9:30 AM Tour Champions Barbering Institute	7:30 AM – 10:00 AM Portland Business Alliance Board Meeting	8:30 AM – 10:00 AM Office and Internal Staff Meetings	9:30 AM – 10:30 AM Internal Staff Meetings	8:00 AM – 9:45 AM Desk Time
10:00 AM – 11:00 AM Meeting w/ Stacey Drake Edwards	10:30 AM – 12:30 AM Office and Internal Staff Meetings	10:00 AM – 12:00 PM Meeting w/ Rey Espana & Democracy Collaborative	10:30 AM – 10:50 AM Personnel Interview	10:00 AM – 11:00 AM Meeting w/ Commissioner Fritz
11:15 AM – 12:15 PM Mercari Ribbon Cutting Ceremony	1:00 PM – 2:00 PM Meeting w/ eROI & Greater Portland Inc.	12:00 PM – 2:00 PM Office and Internal Staff Meetings	11:00 AM– 11:30 AM Desk Time	11:30 AM – 12:30 PM Internal Staff Meetings
1:00 PM – 3:00 PM Meeting w/ Worksystems	2:00 PM – 3:00 PM Meeting w/ City Budget Office	2:00 PM – 2:30 PM Mtg w/ Tom Brenneke	2:00 PM – 5:00 PM Office and Internal Staff Meetings	1:00 PM – 2:00 PM Meeting w/ Palindrome
3:00 PM – 5:00PM Office and Internal Staff Meetings	3:00 PM – 3:30 PM Personnel Interview	2:30 PM – 3:30 PM PDC & Portland Housing Bureau Check-In		2:00 PM – 2:30 PM Internal Staff Meeting
	3:30 PM – 4:00 PM Internal Staff Meeting	3:30 PM – 4:00 PM Meeting w/ Weinstein Public Relations Team		3:00 PM – 4:00 PM Meeting w/ Dante James
	4:00 PM – 4:45 PM Meeting w/ John Russell	4:00 PM – 5:30 PM Emerging Leaders Internship: 2017 Company Kick-Off		4:05 PM – 4:20 PM Telephone meeting w/ Mike Abbate

**Week of February 20 - February 24, 2017**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Holiday	8:00 AM – 9:00 AM PDC and City of Portland’s Office of Management & Finance Check-In	8:15 AM – 11:00 AM Internal Staff Meetings	8:30 AM – 11:00 AM Office and Internal Staff Meetings	8:00 AM – 10:30 AM Office and Internal Staff Meetings
	9:00 AM – 10:30 AM Internal Staff Meetings	11:30 AM – 1:30 PM Black Parents Initiative Circle of Growth Luncheon	12:30 PM – 1:00 PM Meeting w/ Asian Health Services Center & Housing Development Center	11:00 AM – 12:00 PM Mayor's Office/PDC Leadership Weekly Check-In
	11:00 AM – 12:00 PM Mayor's Office/PDC Leadership Weekly Check-In	1:30 PM – 2:30 PM Internal Staff Meeting	1:00 PM – 1:30 PM Meeting w/ Chief Administrative Office	12:40 PM – 1:40 PM Lunch meeting w/ GBD Architects
	2:00 PM – 3:00 PM Meeting w/ Commissioner Saltzman	2:30 PM – 3:00 PM Meeting w/ Dan Zalkow	1:30 PM – 3:00 PM Office and Internal Staff Meetings	2:00 PM – 3:30 PM Office and Internal Staff Meetings
	3:30 PM – 4:00 PM Meeting w/ Weinstein Public Relations Team	3:00 PM – 5:00 PM Office and Internal Staff Meetings	3:00 PM – 3:30 PM Personnel Interview	4:00 PM – 5:00 PM Meeting w/ PDC Chair Kelly
	4:00 PM – 5:00 PM Internal Staff Meetings	5:30 PM – 8:30 PM All Hands Raised event	3:30 PM – 5:00 PM Office and Internal Staff Meetings	
	5:00 PM – 5:30 PM Telephone meeting w/ PDC Chair Kelly			