

**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 January 16 – January 20, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
Offices Closed Holiday	Offices Closed Due to Inclement Weather	7:30 AM – 9:30 AM Board Meeting, Greater Portland Inc. 10:00 AM – 11:30 AM Office 11:45 AM – 12:45 PM Meeting w/ Chair Kelly 1:00 PM – 3:00 PM PDC Board of Commissioners Meeting 3:00 PM – 5:00 PM PDC Board of Commissioners Budget Work Session	Out Sick	8:00 AM – 8:00 PM Portland Business Alliance Retreat

Week of January 23 – January 27, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 AM – 9:00 AM Meeting w/ Brian Alfano 9:00 AM – 11:15 AM Office and Internal Staff Meetings 11:30 AM – 12:00 PM Meeting w/ Commissioner Saltzman 12:00 PM – 1:00 PM PDC Leadership/ Mayor's Office Weekly Check-In 1:30 PM - 4:00 PM Office and Internal Staff Meetings 4:00 PM – 4:30 PM Meeting w/ Promise King	7:30 AM – 8:45 AM Economic Forecast Portland Business Alliance 9:00 AM – 12:00 PM Office and Internal Staff Meetings 12:00 PM – 1:00 PM Meeting w/ p:ear 1:30 PM – 3:00 PM Office and Internal Staff Meetings 3:00 PM – 5:00 PM PDC Budget Committee Meeting 3 FY 17/18 Budget	8:30 AM – 10:00 AM Personnel Interviews 10:00 AM – 5:00 PM Office and Internal Staff Meetings	8:30 AM – 10:45 AM Office and Internal Staff Meetings 11:00 AM – 1:00 PM Presented at: TIECon Northwest's Conference 2:00 PM – 3:00 PM North/Northeast Community Development Initiative City Council Hearing 3:30 PM – 5:00 PM Office and Internal Staff Meetings	8:45 AM – 9:00 AM Telephone meeting w/ Commissioner Fish 9:30 AM – 10:15 AM Meeting w/ Craig Boretz 10:15 AM – 11:00 AM Meeting w/ Joe Cortright 11:30 AM – 12:00 PM Meeting w/ Tom Rinehart 1:00 PM – 2:00 PM PDC & Bureau of Planning & Sustainability Monthly Check-In 2:00 PM – 5:00 PM Office and Internal Staff Meetings