

**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 2 – January 6, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
Offices Closed Holiday	8:30 AM – 1:00 PM Office and Internal Staff Meetings 1:00 PM – 1:30 PM Meeting w/ Chris Scherer 1:30-5:00 PM Office and Internal Staff Meetings	8:00 AM – 9:00 AM Office 9:00 AM – 9:15 AM Telephone meeting w/ Brad Malsin 10:30-11:30 Attended Mayor Wheeler’s Swearing In 11:45-12:45 Meeting w/ Caitlin Baggott 1:00 PM – 5:00 PM Office and Internal Staff Meetings	Out Sick	Out Sick

Week of January 9 – January 13, 2017

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM – 11:00 AM Office and Internal Staff Meetings 11:00 AM – 12:00 PM Commissioner’s Briefings Chair Kelly & Commissioner Myers 12:00 PM – 1:00 PM Commissioner’s Briefing Dr. Moreland-Capuia 1:00 PM – 2:00 PM Internal Staff Meeting 2:00 PM – 2:15 PM Telephone meeting w/ Jeremy Barnicle 2:15 PM – 3:00 PM Meeting w/ Greg Block 3:00-5:00PM Office and Internal Staff Meetings	8:00 AM – 10:00 AM PDC Budget Committee Mtg 2 FY 17/18 Budget 10:00 AM – 12:00 PM Office and Internal Staff Meetings 1:00 PM – 2:00 PM Kimberly meeting Mayor’s Office 2:00 PM – 2:30 PM Commissioner’s Briefings, Commissioner Edlen and Commissioner Cruz 2:30 PM – 4:15 PM Office and Internal Staff Meetings 4:30 PM – 5:30 PM First Stop Portland Council Meeting	City Offices Closed Due to Inclement Weather	City Offices Closed until 10:00am Due to Inclement Weather 9:00 AM – 10:00 AM Telephone Meeting w/ Greater Portland Executive Committee 10:00 AM – 11:00 AM Telephone Meeting w/ Greater Portland 2020 Council 10:30 AM – 12:00 PM Planning & Development Directors Meeting 12:30 PM – 5:00 PM Office and Internal Staff Meetings	City Offices Closed until 10:00am Due to Inclement Weather 9:30 AM – 12:30 PM Broadway Corridor Initiative Discussion 1:00 PM – 5:00 PM Internal Staff Meetings