

**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 March 20 – March 24, 2017**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>8:00 AM – 9:00 AM Telephone meeting w/ Kyle Chisek</p> <p>9:00 AM – 1:30 PM Office and Internal Staff Meetings</p> <p>1:30 PM – 2:30 PM Meeting w/ Commissioner Saltzman</p> <p>3:00 PM – 3:45 PM Meeting w/ Nils Tillstrom &amp; Vicki Cram</p> <p>3:45 PM – 5:00 PM Desk Time</p>	<p>8:00 AM – 11:00 Office and Internal Staff Meetings</p> <p>11:45 AM – 12:15 PM City Council Budget Work Session</p> <p>12:15 PM – 1:45 PM Office and Internal Staff Meeting</p> <p>2:00 PM – 2:30 PM Meeting w/ Commissioner Fish</p> <p>3:00 PM – 4:00 PM PDC &amp; Portland Housing Bureau Monthly Check-in</p> <p>4:00 PM – 5:00 PM Internal Staff Meeting</p>	<p>8:00 AM – 9:30 AM Desk Time</p> <p>9:45 AM – 11:45 AM Presentation at Portland City Council</p> <p>12:30 PM – 1:30 PM Office and Internal Staff Meetings</p> <p>1:30 PM – 2:30 PM Meeting w/Capstone Partners</p> <p>3:00 PM – 4:00 PM PDC &amp; Bureau of Planning &amp; Sustainability Monthly Check-In</p>	<p>8:30 AM – 1:30 PM Office and Internal Staff Meetings</p> <p>2:00 PM – 2:30 PM Meeting w/ Maurice Henderson</p> <p>2:30 PM – 4:30 PM Office and Internal Staff Meetings</p> <p>5:00 PM – 8:00 PM N/NE Community Development Initiative Community Forum #3</p>	<p>8:00 AM – 8:45 AM Desk Time</p> <p>9:00 AM – 10:00 AM Mayor's Office/PDC Leadership Weekly Check-In</p> <p>10:30 AM – 12:15 PM Internal Staff Meetings</p> <p>12:15 PM – 1:15 PM City Club Luncheon</p> <p>2:00 PM – 3:30 PM Internal Staff Meetings</p> <p>4:00 PM – 5:00 PM Meeting w/ PDC Chair Kelly</p>

**Week of March 27 – March 31, 2017**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>8:00 AM – 5:00 PM Office and Internal Staff Meetings</p>	<p>8:00 AM – 5:00 PM Office and Internal Staff Meetings</p>	<p>8:00 AM – 9:00 AM Desk Time</p> <p>9:00 AM – 9:30 AM Meeting w/ Nita Shah</p> <p>9:45 AM – 10:30 AM Meeting w/ Ashley Henry</p> <p>10:30 AM – 2:00 PM Office and Internal Staff Meetings</p> <p>2:00 PM – 3:00 PM Meeting w/ with Lara Media</p> <p>3:00 PM – 5:00 PM Office and Internal Staff Meetings</p>	<p>8:00 AM – 9:00 AM Meeting w/ Worksystems</p> <p>9:00 AM – 11:30 AM Office and Internal Staff Meetings</p> <p>2:00 PM – 2:30 PM Meeting w/ Maurice Henderson</p> <p>3:00 PM – 5:00 PM Office and Internal Staff Meetings</p>	<p>8:00 AM – 9:00 AM Desk Time</p> <p>9:00 AM – 10:00 AM Mayor Wheeler/PDC Check-In</p> <p>10:30 AM – 1:30 PM Office and Internal Staff Meetings</p> <p>1:30 PM – 3:00 PM TechTown Annual Report Presentation</p> <p>3:30 PM – 5:00 PM Desk Time</p>