

**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 May 1 – May 5, 2017**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 8:30 AM Desk Time	7:30 AM – 9:00 AM Portland Business Alliance Annual Meeting	8:00 AM – 8:45 AM Monthly meeting w/ Office of Management & Finance	7:30 AM – 8:30 AM Breakfast w/ Curtis Robinhold & Chris Harder	8:00 AM – 8:45 AM Desk Time
8:30 AM – 9:15 AM Personnel Interview	9:00 AM – 11:00 AM Internal Staff Meeting	9:00 AM – 4:15 PM Office and Internal Staff Meetings	9:00 AM – 9:30 AM Desk Time	9:00 AM – 10:00 AM Mayor's Office/PDC Leadership Weekly Check-In
9:15 AM – 9:45 AM Internal Staff Meeting	11:30 AM – 12:00 PM Monthly Check-In w/ Commissioner Fish	4:30 PM – 5:00 PM Meeting w/ City Auditor Mary Hull Caballero	10:00 AM – 11:00 AM Meeting w/ Rian Windsheimer	10:30 AM – 11:15 AM Internal Staff Meeting
9:30 AM – 11:30 AM Personnel Interview	1:30 PM – 4:00 PM Office and Internal Staff Meetings		11:30 AM – 1:30 PM Oregon Community Foundation 43rd Annual Luncheon	11:30 AM – 1:00 PM Hispanic Metro Chamber Scholarship Awards Luncheon
11:30 AM – 12:30 PM Meeting w/ Lara Media	4:00 PM – 5:00 PM Meeting w/ Dr. Brown		1:30 PM – 1:55 PM Monthly meeting w/ Mayor Wheeler & PDC	1:30 PM – 2:15 PM Personnel Interview
1:30 PM – 3:15 PM Personnel Interviews			2:30 PM – 3:30 PM Interview w/ Oregonian	2:15 PM – 2:30 PM Telephone meeting w/ Tom Rinehart
3:30 PM – 4:30 PM Desk Time			3:30 PM – 5:30 PM Office and Internal Staff Meetings	2:30 PM – 3:30 PM Interview w/ Portland Business Journal
4:30 PM – 5:15 PM Personnel Interview			6:00 PM – 9:00 PM Asian Pacific American Network of Oregon Voices of Change	3:30 PM – 5:15 PM Personnel Interview

**Week of May 8 – May 12, 2017**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 AM – 9:00 AM Desk Time	7:30 AM – 9:00 AM Portland Business Alliance Board Meeting	8:30 AM – 1:30 PM Office and Internal Staff Meetings	7:30 AM – 9:30 AM Office and Internal Staff Meetings	8:00 AM – 9:30 AM Office and Internal Staff Meetings
9:00 AM – 10:00 AM Commissioner Briefing w/ Chair Kelly & Commissioner Cruz	9:00 AM – 10:00 AM Mtg. w/ Dr. Brown & Charles Wilhoite	2:00 PM – 3:00 PM PDC Proposed Budget Presented to Portland City Council	9:30 AM – 10:00 AM Meeting w/ Mara Zepeda	9:30 AM – 10:15 AM Meeting w/ Maurice Rahming
10:00 AM – 11:00 AM Commissioner Briefing w/ Commissioner Edlen	10:00 AM – 5:00 PM Office and Internal Staff Meetings	3:30 PM – 5:30 PM PDC Board of Commissioners Meeting	10:30 AM – 12:00 PM Planning & Development Directors	10:15 AM – 11:45 AM Office and Internal Staff Meetings
11:00 AM – 12:30 PM Office and Internal Staff Meetings			12:00 PM – 2:00 PM Oregon Association of Minority Entrepreneurs Tradeshow Luncheon	12:15 PM – 1:15 PM City Club: Forum on Wealth Creation
12:30 PM – 1:00 PM Commissioner Briefing w/ Commissioner Moreland-Capua			2:00 PM – 2:30 PM Interview w/ the Scanner	1:45 PM – 2:30 PM Meeting w/ Tom Rinehart
1:30 PM – 4:30 PM Office and Internal Staff Meetings			2:30 PM – 3:30 PM Internal Staff Meetings	2:30 PM – 3:30 PM Mayor's Office/Prosper Portland Leadership Weekly Check-In
4:30 PM – 6:00 PM PDC Open House			3:30 PM – 4:00 PM Telephone meeting w/ Dr. Brown	4:00 PM – 5:00 PM Desk Time
			4:00 PM – 5:00 PM Monthly Check-In w/ Commissioner Eudaly	

