

**Portland Development Commission (PDC)
Executive Director Calendar**

Week of March 26-30, 2007

These weekly calendars represent Executive Director, Bruce Warner's, regular schedule of meetings plus any additional special meetings. The Director is often double-booked and his calendar may change on short notice.

Monday	Tuesday	Wednesday	Thursday	Friday
9:30-10:30 a.m. Budget Meeting	8:30 – 9:00 a.m. Meeting with POVA	8:30 – 9:30 a.m. Warner/Commissioner Adams 1:1	10:00 – 11:30 a.m. Consultant Meeting	8:00 – 9:00 a.m. PDC & BHCD 1:1
11:30 – 12:30 p.m. Warner/Staff 1:1	9:30 – 10:30 a.m. Warner/Staff 1:1	10:30 – 11:30 a.m. Executive Team Meeting	12:45 – 1:45 p.m. Project Meeting	10:30 – 11:30 a.m. Warner/Mayor's Staff Meeting
12:30 – 1:30 p.m. Review Proposed Budget Changes	10:30 – 11:30 a.m. Org Development	2:00 – 3:00 p.m. Project Meeting	2:00 – 3:00 p.m. Project Meeting	12:00 – 1:00 p.m. Warner Lunch w/ Employees
2:00 – 3:00 p.m. Meeting with OMF – Council Budget Prep	1:00 – 2:00 p.m. Compensation & Benefits	3:00 – 4:00 p.m. Executive Team Meeting	3:00 – 4:00 p.m. Financial Audit Meeting	2:30 – 3:30 p.m. Warner/Staff 1:1
	2:30 – 3:00 p.m. Budget Process			
	3:30 – 4:30 p.m. Project Meeting			

Week of April 2-6, 2007

Monday	Tuesday	Wednesday	Thursday	Friday
7:00 – 8:00 a.m. Project Meeting	8:00 – 9:00 a.m. Warner/Staff 1:1	8:00 – 9:00 a.m. Warner/Staff 1:1	7:30 – 8:30 a.m. Commissioner Briefing	8:00 – 5:00 p.m. Salem - Legislative
8:30 – 9:30 a.m. Warner/Staff 1:1	10:00 – 11:30 a.m. Executive Team Meeting	9:00 – 10:00 a.m. Communications Meeting	9:30 – 11:00 a.m. PDC All Employee Mtg	
9:30 – 10:30 a.m. Schedule Review Meeting	12:00 – 2:30 p.m. Executive Team Meeting	10:00 – 11:30 a.m. April Management Team Meeting	11:30 – 1:00 p.m. BIP Implementation Mtg	
11:00 – 12:00 p.m. Warner/Staff 1:1	2:30 – 2:45 p.m. Project Meeting	12:00 – 1:30 p.m. Ambassador Business Forum	2:30 – 5:00 p.m. TIF Set Aside @ City Council	
12:00 – 1:00 p.m. Warner/HAP 1:1	3:00 – 4:00 p.m. Project Management	2:00 – 2:30 p.m. Project Meeting		
3:00 – 4:00 p.m. PDC w/ TriMet	6:40 – 9:00 p.m. PSU Urban Renewal Class	3:00 – 4:00 p.m. Warner/Staff 1:1		
		4:00 – 5:00 p.m. Planning Meeting		
		5:15 – 6:15 p.m. Commissioner Briefing		

**Portland Development Commission (PDC)
Executive Director Calendar**

Week of April 9-13, 2007

These weekly calendars represent Executive Director, Bruce Warner's, regular schedule of meetings plus any additional special meetings. The Director is often double-booked and his calendar may change on short notice.

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 a.m. Commissioner Briefing	8:00 – 5:00 p.m. Salem - Legislative	8:00 – 9:00 a.m. Project Meeting	10:20 – 10:40 a.m. Project Meeting	7:30 – 10:00 a.m. WIB Meeting
9:00 – 9:30 a.m. Employment Discussions		9:30 – 10:30 a.m. Project Meeting	1:00 – 2:00 p.m. Project Meeting	10:00 – 10:30 a.m. Budget Meeting
9:30 – 10:30 a.m. Commissioner Briefing		10:30 – 11:30 a.m. Project Meeting	2:15 – 3:00 p.m. Warner/Staff 1:1	10:30 – 11:30 p.m. Project Strategy
11:15 – 11:45 a.m. Contracting Advisory Committee		3:00 – 6:00 p.m. Commission Meeting	3:00 – 4:00 p.m. Warner/Staff 1:1	1:30 – 2:30 p.m. Project Meeting
1:00 – 2:00 p.m. Warner/Mayor's Meeting			4:00 – 6:00 p.m. Warner/Chair 1:1	3:00 – 3:30 p.m. Commissioner Assignments
3:00 – 4:00 p.m. Project Meeting			6:00 – 8:30 p.m. Turner School Inaugural Session	7:00 – 9:00 p.m. Project Meeting
4:00 – 5:00 p.m. Project Meeting				

Week of April 16-20, 2007

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 a.m. Commissioner Briefing	8:00 – 9:00 a.m. Warner/Staff 1:1	7:30 – 9:30 a.m. PBA Event	7:30 – 9:00 a.m. ODS's Best Awards	7:30 – 9:00 a.m. Warner/Mayor's Staff Meeting
9:00 – 11:00 a.m. Central Eastside Tour	9:30 – 11:30 a.m. Director's Collaborative	9:30 – 11:00 a.m. Job Description Reviews	10:00 – 11:00 a.m. Warner/Commissioner Sten 1:1	9:00 – 11:00 a.m. Earth Day Presentation
11:30 – 12:30 p.m. Warner/Staff 1:1	11:30 – 12:00 Legislatiion	11:45 – 1:15 p.m. Oregonians Against Discrimination Luncheon	2:00 – 3:00 p.m. Warner/Staff 1:1	12:00 – 1:00 p.m. Warner Lunch w/ Staff
1:00 – 2:00 p.m. Warner/Mayor 1:1	12:00 – 2:30 p.m. Executive Team Meeting	2:30 – 3:30 p.m. PCRI	3:00 – 3:30 p.m. Warner/Staff 1:1	1:00 – 1:30 p.m. Warner/Staff 1:1
2:30 – 3:00 p.m. Warner/Project Meeting 1:1	3:00 – 4:00 p.m. Budget Work Group @ Council			2:00 – 2:30 p.m. Warner/Staff 1:1
4:30 – 5:30 p.m.				2:30 – 3:00 p.m. Warner/Staff 1:1
				3:30 – 4:30 p.m. Consultant Meeting

**Portland Development Commission (PDC)
Executive Director Calendar**

Week of April 23-27, 2007

These weekly calendars represent Executive Director, Bruce Warner's, regular schedule of meetings plus any additional special meetings. The Director is often double-booked and his calendar may change on short notice.

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 a.m. Commissioner Briefing	8:30 – 10:00 a.m. PDC All Employee Staff Meeting	7:00 – 8:00 a.m. Project Tour	8:00 – 9:00 a.m. Kitchen Conference Speech	8:00 – 9:00 a.m. Warner – Speak @ Take Your Children to Work Day
9:00 – 9:30 a.m. Budget Meeting	11:00 – 12:00 p.m. Commissioner Meeting	8:00 – 11:00 a.m. Commission Meeting	9:30 – 11:30 a.m. Operation H.O.M.E.	11:30 – 12:45 p.m. City Club Forum
9:30 – 10:30 a.m. Project Meeting Prep	12:00 – 2:30 p.m. Executive Team Meeting	1:45 – 2:45 p.m. Real Estate Conference Panel Meeting	12:00 – 1:00 p.m. Warner/Staff 1:1	2:00 – 3:00 p.m. Job Training Legislatiion
10:30 – 11:30 a.m. Executive Team Meeting	3:30 – 4:00 p.m. Warner/Staff 1:1	3:00 – 3:30 p.m. Warner/Staff 1:1	1:00 – 1:30 p.m. Warner/Staff Job Description Review	4:00 – 5:00 p.m. Warner/Chair 1:1
2:30 – 3:30 p.m. Housing Staff Meeting	4:00 – 5:00 p.m. Project Meeting	3:30 – 4:00 p.m. Public Affairs Meeting	2:30 – 3:00 p.m. Warner/Staff job Description Review	4-24-07 Spiffin Up MLK Event
4:00 – 5:00 p.m. Warner/Commissioner Saltzman 1:1		4:00 – 5:00 p.m. Warner/Staff Job Descriptions	3:00 – 4:30 p.m. Warner/Staff – Project Mtg	Lents Home Fair

Week of April 30 – May 4, 2007

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 – 10:00 a.m. Warner/Staff 1:1	7:30 – 8:30 a.m. Warner/Chair w/ Audit Committee	8:00 – 5:00 p.m. Washington DC Travel PBA Leadership/Legislation	8:00 – 5:00 p.m. Washington DC Travel PBA Leadership/Legislation	8:00 – 5:00 p.m. Washington DC Travel PBA Leadership/Legislation
10:00 – 10:30 a.m. Warner/Staff Job Description Review	8:30 – 9:00 a.m. Warner/Staff 1:1			
11:15 – 11:30 a.m. Project Meeting	9:30 – 11:30 a.m. Executive Team Meeting			
12:00 – 1:00 p.m. Consultant Meeting	12:00 – 1:00 p.m. Hispanic Chamber Luncheon			
1:15 – 2:00 p.m. Warner/Mayor Meeting 1:1	4:00 – 4:30 p.m. Community Relations Newsletter			
2:30 – 3:30 p.m. Project Meeting				
4:00 – 4:30 p.m. Warner/External Interest				
5:00 – 6:30 p.m. Staff Recognition				

**Portland Development Commission (PDC)
Executive Director Calendar**

Week of May 7-11, 2007

These weekly calendars represent Executive Director, Bruce Warner's, regular schedule of meetings plus any additional special meetings. The Director is often double-booked and his calendar may change on short notice.

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 8:45 a.m. Warner/Staff 1:1	7:30 – 9:30 a.m. Labor Breakfast Meeting	7:30 – 8:30 a.m. SOLV Fundraising Breakfast	7:30 – 9:30 a.m. PBA Annual Meeting & Growth Awards	8:30 – 9:00 a.m. Budget Meeting
9:00 – 9:30 a.m. External Meeting	9:30 – 11:30 a.m. Director's Collaborative	10:00 – 10:30 a.m. Innovative Partnerships	10:30 – 11:30 a.m. Planning & Development Mtg	9:00 – 10:00 a.m. Warner/Staff 1:1
10:30 – 2:30 p.m. Executive Team Meeting	11:00 – 12:00 p.m. Warner/Staff 1:1	3:00 – 6:00 p.m. Commission Meeting	1:00 – 1:45 p.m. Warner/Mayor Meeting	10:00 – 11:00 p.m. PSU Real Estate Conf Panel Prep
4:00 – 5:00 p.m. Portland Public School Mtg	1:00 – 2:30 p.m. Executive Team Meeting		3:00 – 4:00 p.m. Warner/Commissioner Sten Project Meeting	12:00 – 1:30 p.m. Brown Bag – Neighborhood Security
	4:00 – 5:00 p.m. Warner/Planning Monthly 1:1			

Week of May 14-18, 2007

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 8:45 a.m. Warner/Staff 1:1	9:30 – 11:30 a.m. Director's Collaborative	10:00 – 11:00 a.m. SEDEC Meeting	12:00 – 1:00 p.m. Warner w/ Staff Meeting	8:30 – 9:00 a.m. Warner/Staff 1:1
9:30 – 10:30 a.m. Commissioner Briefing	12:00 – 2:30 p.m. Executive Team Meeting	3:00 – 4:00 p.m. Warner/Commissioner Leonard 1:1	3:00 – 4:00 p.m. Warner/Staff 1:1	10:00 – 10:30 a.m. Speech Prep Meeting
11:00 – 12:00 p.m. Warner/Staff 1:1	4:00 – 5:00 p.m. Warner/Commissioner Adams 1:1		4:00 – 5:00 p.m. Warner/Chair 1:1	10:30 – 11:30 a.m. Warner/Staff 1:1
11:30 – 1:30 p.m. Contracting Advisory Committee			5:30 – 9:30 p.m. Annual Urban Pioneer Awards Dinner	1:30 – 2:30 p.m. Warner/Staff 1:1
2:30 – 4:30 p.m. Consultant Meeting				3:00 – 3:30 p.m. Warner/Staff 1:1

**Portland Development Commission (PDC)
Executive Director Calendar**

Week of May 21-25, 2007

These weekly calendars represent Executive Director, Bruce Warner's, regular schedule of meetings plus any additional special meetings. The Director is often double-booked and his calendar may change on short notice.

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 a.m. Commissioner Briefings	8:00 – 9:00 a.m. Commissioner Briefings	8:00 – Noon Board of Commissioners Meeting	8:00 – 9:00 a.m. Personnel Issue	8:00 – 8:30 a.m. Project Meeting
11:30 – 12:00 p.m. Economic Development	9:00 – 9:30 a.m. Warner Speech Prep	12:00 – 1:00 p.m. Roundtable Lunch – NIOP	9:00 – 10:00 a.m. Project Meeting	10:30 – 12:30 p.m. Project Tour
1:00 – 2:00 p.m. PDC & Mayor's Staff	9:30 – 11:30 a.m. Director's Collaborative	4:30 – 5:30 p.m. Warner/Staff 1:1	10:30 – Noon P&D Director's Meeting	2:00 – 3:00 p.m. Warner/Chair Weekly 1:1
2:15 – 3:00 p.m. PDC & Commissioner Saltzman	11:30 – 12:30 p.m. Executive Team Meeting		1:00 – 1:15 p.m. Warner/Staff 1:1	3:00 – 4:00 p.m. Project Meeting
3:00 – 4:00 p.m. PDC & Commissioner Sten	1:00 – 2:00 p.m. Panelist Meeting		1:30 – 3:00 p.m. Project Meeting	4:00 – 5:00 p.m. Organizational Development
6:00 – 8:00 p.m. CEO for Cities	2:00 – 5:00 p.m. Budget Work Group		4:30 – 5:30 p.m. Project Meeting	
	3:30 – 5:00 p.m. Review of Eastside Economic Analysis			

Week of May 28-June 1, 2007

Monday	Tuesday	Wednesday	Thursday	Friday
Holiday	8:30 – 9:30 a.m. Executive Team Meeting	7:30 – 9:30 a.m. Annual Real Estate Conference Presentation	8:30 – 10:30 a.m. PDC All Employee Staff Meeting	Vacation
	9:30 – 10:30 a.m. HR Meeting	1:00 – 3:00 p.m. Project Tour	10:30 – Noon HR Meeting	
	11:00 – Noon Director's Collaborative		Vacation	
	12:00 – 2:30 p.m. Executive Team Meeting			
	3:00 – 4:00 p.m. Meeting Prep			
	5:00 – 6:00 p.m. Warner/Commission Project Mtg			
	6:00 – 6:30 p.m. Warner/Chair 1:1			

**Portland Development Commission (PDC)
Executive Director Calendar**

Week of June 4-8, 2007

These weekly calendars represent Executive Director, Bruce Warner's, regular schedule of meetings plus any additional special meetings. The Director is often double-booked and his calendar may change on short notice.

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:30 a.m. Warner/Commissioner 1:1	8:00 – 9:00 a.m. Project Meeting	8:00 – 9:00 a.m. Warner & BHCD 1:1	8:30 – 9:00 a.m. Warner/Staff 1:1	7:30 – 9:30 a.m. Oregon Sports Authority
10:00 – 10:30 a.m. Presentation Preparation	9:30 – 9:45 a.m. Warner/Chair 1:1	10:00- 12:00 p.m. Management Team Meeting	9:30 -10:30 a.m. Personnel Issue	9:30 – 10:30 a.m. Project Meeting
10:30 – 11:30 a.m. Project Meeting	11:00 – 11:30 a.m. Project Debrief	12:30 – 1:00 p.m. Project Meeting	2:30 – 3:30 p.m. Project Meeting	1:00 – 2:00 p.m. Warner/Staff 1:1
12:00 – 1:00 p.m. Port of Portland	12:00 – 2:00 p.m. Regional Partners Meeting	1:00 – 1:30 p.m. Personnel Issue		
1:30 – 2:15 p.m. Warner & Mayor's Staff 1:1	3:30 – 4:30 p.m. Project Meeting	1:30 – 2:30 p.m. Warner/Staff 1:1		
3:00 – 4:00 p.m. Warner & Commissioner Leonard	4:30 – 6:00 p.m. Project Meeting	2:30 – 3:30 p.m. Project Meeting		
4:00 – 5:00 p.m. Portland Public Schools		4:00 – 5:00 p.m. Warner & Planning 1:1		
		5:00 – 8:00 p.m. Presentation		

Week of June 11-15, 2007

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 – 10:30 a.m. Commissioner Briefing	7:30 – 9:30 a.m. PBA Board Meeting	1:00 – 2:00 p.m. School Board Meeting	8:30 – 9:30 a.m. Project Meeting	8:30 – 9:30 a.m. PDC & Mayor's
10:30 – 11:00 a.m. Reporter Interview	9:00 – 9:30 a.m. Warner/Commissioner Briefing	2:00 – 3:00 p.m. City Council	9:30 – 10:00 p.m. Planning, PDOT, PDC	9:30 – 10:00 a.m. Coaching Meeting
12:30 – 1:30 p.m. Transportation Stakeholder	10:00 – 10:30 a.m. Personnel Issue	3:00- 10:00 p.m. Board of Commissioners Meetingr	11:00 – 1:00 p.m. CAWS	10:00 – 11:00 a.m. Project Meeting
1:30 – 2:30 p.m. Warner & Mayor's Staff 1:1	11:00 – 11:30 a.m. Project Meeting		1:00 – 1:45 p.m. PDC & Mayor Bi-Weekly 1:1	12:45 – 1:00 p.m. Project Meeting
2:30 – 3:30 p.m. Organization Development	12:00 – 2:30 p.m. Executive Team Meeting		4:00 – 5:00 p.m. Warner/Chair 1:1	2:30 – 3:00 p.m. Project Meeting
3:30 – 4:30 p.m. Coaching Session	3:00 – 4:00 p.m. Warner/Staff 1:1			3:00 – 4:00 p.m. HR Related
4:30 – 5:00 p.m. Media	5:00 – 6:00 p.m. Farewell Event			4:30 – 5:00 p.m. Media

**Portland Development Commission (PDC)
Executive Director Calendar**

Week of June 18 - 22, 2007

These weekly calendars represent Executive Director, Bruce Warner's, regular schedule of meetings plus any additional special meetings. The Director is often double-booked and his calendar may change on short notice.

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 5:00 p.m. Executive Team Retreat	8:30 – 9:30 a.m. Warner & Mayor's Staff 1:1 9:30 – 11:30 a.m. Director's Collaborative 11:30 – 2:30 p.m. Executive Team Meeting 3:00 – 4:00 p.m. External Community Meeting	9:00 – 10:00 a.m. Seminar 9:30 – 11:30 a.m. Management Meeting 3:00 – 4:00 p.m. Warner & Commissioner Leonard 1:1 4:00 – 5:00 p.m. Project Meeting	9:00 – 11:00 a.m. Project Meeting 11:45 – 1:30 p.m. Project Meeting 2:30 – 3:30 p.m. HR Project 4:00 – 5:00 p.m. Warner/Chair 1:1 5:30 – 8:00 p.m. Ambassadors Quarterly Meeting	9:00 – 10:00 a.m. Warner/Staff 1:1 10:30 – 12:00 p.m. Project Tour 1:00 – 2:00 p.m. Warner & Commissioner Adams 1:1 2:30 – 4:00 p.m. HR Project

**Portland Development Commission (PDC)
Executive Director Calendar**

Week of June 25-29, 2007

These weekly calendars represent Executive Director, Bruce Warner's, regular schedule of meetings plus any additional special meetings. The Director is often double-booked and his calendar may change on short notice.

Monday	Tuesday	Wednesday	Thursday	Friday
7:00 – 8:00 a.m. Commissioner Meeting 8:00 – 9:00 a.m. Commissioner Meeting 10:00 – 10:30 a.m. Project Meeting 11:00 – 12:00 p.m. Warner/Commissioner Saltzman 2:00 – 3:00 p.m. Warner/Commissioner Sten 3:30 – 5:00 p.m. Audit Subcommittee	7:30 – 9:00 a.m. Portland Public Schools 9:00 – 10:00 a.m. Project Meeting 10:00 12:30 p.m. Executive Team Meeting 2:00 – 3:00 p.m. URA Policy Advisors	8:00 – 11:00 a.m. Board of Commissioners 12:30 – 1:30 p.m. Project Meeting 2:30 – 3:00 p.m. Warner/Chair Rosenbaum 4:00 – 5:00 p.m. Warner w/ Mayor's Staff	8:00 – 10:30 a.m. All Employee Meeting 9:30 – 12:30 p.m. Executive Team Meeting 12:30 – 5:00 p.m. Vacation Cheryl Twete Delegated	8:00 a.m. – 5:00 p.m. Bruce Warner Vacation Cheryl Twete Delegated

Week of July 2-6, 2007

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m. – 5:00 p.m. Bruce Warner Vacation Lori Sundstrom Delegated	8:00 a.m. – 5:00 p.m. Bruce Warner Vacation Lori Sundstrom Delegated	Fourth of July 9, 2007 Holiday	8:00 a.m. – 5:00 p.m. Bruce Warner Vacation Andy Wilch Delegated	8:00 a.m. – 5:00 p.m. Bruce Warner Vacation Andy Wilch Delegated