

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

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.

Week of December 22 – 26, 2008

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 8:30 a.m. PDC & PBA 11:30 – 1:00 p.m. Mayor/AR/Bureau Directors Brown Bag 1:30 – 2:00 p.m. PDC & Mayor's Staff 4:00 – 5:00 p.m. PDC & Commissioner Saltzman Meeting	8:00 – 9:00 a.m. Loan Committee Meeting 9:30 – 10:00 a.m. Project Meeting 10:30 – 11:00 a.m. Project Meeting 11:00 – 11:30 a.m. Bruce – Meet with Staff	VACATION	HOLIDAY	VACATION

Week of December 29, 2008 – January 2, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
10:00 – Noon Reorganization Meetings Noon – 5:00 p.m. Vacation	2:00 – 4:00 p.m. Reorganization Meetings 5:30 – 7:30 p.m. Mayor Potter Celebration	10:00 – 10:30 a.m. Warner/Staff 1:1 10:30 – 11:00 a.m. Warner/Staff 1:1 11:00 – 11:30 a.m. Warner/Staff 1:1 2:00 – 3:00 p.m. Warner/Staff 1:1	HOLIDAY	VACATION

Week of January 5 – 9, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
Vacation	Vacation	Vacation	Vacation	Vacation

Week of January 12-16, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
Vacation	Vacation	Vacation	Vacation	2:30 – 3:30 p.m. Warner/Staff 1:1

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Week of January 12 – 16, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
Vacation	Vacation	Vacation	Vacation	8:30 – 9:30 a.m. Bruce & Executive Assistant Debrief 11:00 – 11:30 a.m. General Counsel 12:00 – 1:00 p.m. Harbor ReDI 2:30 – 3:30 p.m. Warner/Staff 1:1

Week of January 19 – 23, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
Martin Luther King Day	9:00 – 9:30 a.m. Speech Preparation 12:00 – 2:30 p.m. Executive Team Meeting 3:00 – 3:30 p.m. Project Meeting	8:00 – 9:00 a.m. Dr. Appointment 10:00 – 10:30 a.m. Project Meeting 11:00 – 11:30 a.m. Warner/Staff 1:1 1:30 – 2:00 p.m. Healthy Rivers	9:00 – 10:00 a.m. Labor Management Committee Meeting 11:00 – Noon South Waterfront North District Partnership Meeting 3:00 – 3:30 p.m. Audit Subcommittee Prep 3:30 – 4:00 p.m. Warner/Staff 1:1 4:30 – 5:30 p.m. Harbor ReDI	9:00 – 10:00 a.m. Warner/Chair Wilhoite 1:1 10:00 – 5:00 p.m. Portland Business Alliance Board Retreat

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Week of January 26 – 30, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 a.m. Commissioner Briefings	9:00 – 9:30 a.m. Warner/Staff 1:1	8:00 – 8:30 a.m. Warner/Staff 1:1	7:00 – 8:00 a.m. Warner/Commissioner Ferran Breakfast Meeting	8:30 – 9:00 a.m. Grant Warehouse Meeting
9:30 – 10:30 a.m. Commissioner Briefings	2:00 – 2:30 p.m. Warner Meeting with Ken Rust	8:30 – 10:00 a.m. PDC All Employee Staff Meeting	8:00 – 10:30 a.m. Commission Meeting	9:30 – 10:00 a.m. Four Steering Committee
10:30 – 11:30 a.m. Warner/Staff 1:1	3:00 – 3:30 p.m. Confidential Project	10:00 – 10:30 a.m. North District Partnership	12:30 – 5:00 p.m. Executive Team and Budget Preparation Meetings	1:00 – 2:00 p.m. Warner & Bureau of Planning & Sustainability 1:1
12:00 – 1:00 p.m. Warner/Commissioner Andrews Lunch Meeting		1:00 – 5:00 p.m. South Waterfront North District Partnership Meeting		2:30 – 3:30 p.m. Transition Meeting
1:30 – 2:00 p.m. Warner/Staff 1:1				
2:00 – 5:00 p.m. Executive Team Budget Review				
5:00 – 6:00 p.m. Warner/Staff 1:1 Budget Discussions				

Week of February 2 – 6, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 – 10:30 a.m. PDC & Mayor Adam's Weekly Meeting	9:00 – 10:00 a.m. General Counsel Interview	7:30 – 9:30 a.m. Mayor's Economic Cabinet Kick Off Meeting	7:30 – 5:00 p.m. Legislative Meetings Salem, OR	8:30 – 9:30 a.m. Warner/Commissioner 1:1
11:00 – 11:30 a.m. Speech Preparation	10:00 – 11:00 a.m. General Counsel Interview	10:00 – 10:30 a.m. Warner/Commissioner Ferran		10:00 – 11:00 a.m. Latino Leadership class III
1:00 – 2:00 p.m. LRT Funding Committee Meeting	11:00 – 11:30 a.m. General Counsel Interview Debrief	2:00 – 5:00 p.m. Executive Team Meeting Budget Preparation		11:00 – 12:00 p.m. P&D Meeting
3:00 – 3:30 p.m. General Counsel Interview	12:00 – 4:00 p.m. PDC Executive Team Meeting			2:00 – 3:00 p.m. PDC & Commissioner Leonard Monthly 1:1
4:00 – 5:00 p.m. General Counsel Interview				

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Week of February 9 – 13, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
8:30 – 9:00 a.m. Headquarter Hotel	7:30 – 9:00 a.m. PBA Board of Directors Meeting	7:30 – 8:30 a.m. Warner/Anderson Construction	8:30 – 9:00 a.m. Warner/General Counsel Calls	9:00 – 11:00 a.m. URA Budget Work Session
9:30 – 10:00 a.m. Warner & Metro Meeting	9:30 – 10:00 a.m. General Counsel Position	9:00 – 10:00 a.m. South Waterfront North District Partnership February Workshop	9:00 – 9:30 a.m. Warner/Staff 1:1	1:00 – 1:30 p.m. Warner & Sue Keil
10:30 – 11:30 a.m. Warner/Staff 1:1	10:30 – 11:00 a.m. Warner/HAP	10:30 – 11:00 a.m. Headquarter Hotel	10:00 – Noon South Waterfront North District Partnership Workshop	1:30 – 2:30 p.m. Warner & Komi Project Meeting
11:30 – 12:00 p.m. General Counsel Debriefs	11:30 – 12:30 p.m. Warner w/ Santner, etc.	12:00 – 1:00 p.m. PDC & Mayor Adam's Weekly Meeting	2:00 – 5:00 p.m. Personal Appointment	
1:00 – 4:00 p.m. South Waterfront North District Partnership Meeting	1:00 – 5:00 p.m. South Waterfront North District Partnership Meeting	3:00 – 5:00 p.m. Commission Meeting		
4:00 – 5:00 p.m. PDC & Commissioner Fish Meeting	3:00 – 6:00 p.m. Kickoff/Department Overview Budget Work Session			

Week of February 16 – 20, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
President's Day Holiday	9:00 – 9:30 a.m. Warner Project Meeting	10:00 – 11:30 a.m. Mayor Adam's Meeting – Economic Development Strategy	10:00 – 11:00 a.m. PDC & Mayor Adam's Weekly Meeting	7:30 – 8:30 a.m. Warner/Chair Wilhoite Weekly 1:1
	10:00 – 11:00 A.M. Prep for Blue Ribbon Committee Meeting	3:00 – 5:00 p.m. URA Budget Work Session	11:00 – 12:00 p.m. PDC & Commissioner Saltzman	9:00 – 11:00 a.m. Wrap-up/Final Items Budget Work Session
	12:00 – 2:30 p.m. Executive Team Meeting		12:30 – 1:30 p.m. Headquarter Hotel Meeting	12:00 – 1:00 p.m. Brown Bag Session
	3:30 – 4:00 p.m. PGE Park Renovation Meeting w/ Mayor		3:00 – 3:30 p.m. Warner/Staff 1:1	2:00 – 2:30 p.m. Warner/Staff 1:1
			6:00 – 8:00 p.m. Black United Fund Banquet	2:30 – 3:30 p.m. Meeting with Zari Santner & Staff Project Discussions

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Week of February 23 - 27, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
9:30 – 10:00 a.m. Warner/Staff 1:1	7:30 – 8:30 a.m. Warner Staff Meeting	8:00 – 3:00 p.m. Business Leader NW 2009-10 Conference	8:00 – 5:00 p.m. Business Leader NW Conference	9:00 – 10:00 a.m. Warner/Staff 1:1
10:30 – 11:30 a.m. Warner/Staff 1:1	9:00 – 9:30 a.m. Warner/Staff 1:1		8:30 – 10:00 a.m. All Staff Meeting	10:30 – 11:00 a.m. National Preservation Trust Meeting
12:00 – 1:00 p.m. Budget Issues – Mayor's Office	10:00 – 10:30 a.m. Central City Team		10:30 – Noon Planning & Development Directors Meeting	11:30 – 2:00 p.m. Mayor's Annual State of the City Address
2:30 – 3:00 p.m. Meeting with General Counsel	12:00 – 2:30 p.m. Executive Team Meeting		2:30 – 3:00 p.m. Warner/Staff 1:1	2:00 – 3:00 p.m. PDC & Mayor Adam's Weekly Meeting
3:00 – 5:00 p.m. Blue Ribbon Committee Meeting	4:00 – 5:00 p.m. Safe, Sound & Green Street Stakeholder Meeting		3:00 – 4:30 p.m. Monthly Managers Meeting	
5:00 – 7:00 p.m. Warner/Commissioner Touch Base	5:30 – 8:30 p.m. China Trip – PBA Prep Meeting			

Week of March 2 – 6, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
	8:00 – 9:00 a.m. Project Meeting	1:00 – 2:00 p.m. Warner/Staff 1:1	7:30 – 8:30 a.m. Warner/Chair Wilhoite Weekly 1:1	7:30 – 9:00 a.m. Oregon Sports Authority Meeting
	12:00 – 2:30 p.m. Executive Team Meeting		9:00 – 9:30 a.m. Warner/Staff 1:1	
	2:30 – 4:00 p.m. Gateway/Glisan Follow-up Meeting		11:30 – 1:00 p.m. Monthly Bureau Director's Meeting	
	4:00 – 5:00 p.m. Warner/Staff 1:1		1:30 – 2:00 p.m. Warner/Staff 1:1	
			3:00 – 5:00 p.m. Light Rail, Metro	

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Week of March 9 – 13, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
<p>8:00 – 9:00 a.m. Commissioner Briefings</p> <p>9:30 – 10:30 a.m. Commissioner Briefings</p> <p>11:30 – 1:00 p.m. North District Partnership Mtg</p> <p>1:00 – 1:30 p.m. Warner/Staff 1:1</p> <p>3:00 – 4:00 p.m. PDC & Commissioner Fish Monthly</p> <p>4:30 – 5:30 p.m. Warner & Human Resources</p>	<p>7:30 – 9:30 a.m. Portland Business Alliance Board Meeting</p> <p>11:00 – 11:30 a.m. Legislative Discussion</p> <p>12:00 – 2:30 p.m. PDC Executive Team Meeting</p> <p>3:00 – 3:30 p.m. Warner Project Meeting</p> <p>4:00 – 5:00 p.m. PHB Transition Report Review with Commissioner Fish</p>	<p>11:30 a.m. – 1:00 p.m. Headquarter Hotel Meeting</p> <p>2:00 – 2:30 p.m. Urban Renewal Meeting</p> <p>3:00 – 6:00 p.m. PDC Board of Commissioners Meeting</p>	<p>8:00 – 9:00 a.m. Meeting Re URA Legislation</p> <p>1:30 – 2:00 p.m. Warner/Staff 1:1</p> <p>2:00 – 5:00 p.m. Vacation</p>	<p>10:00 – 11:00 a.m. PDC & Commissioner Saltzman Monthly</p> <p>12:00 – 1:00 p.m. Project Lunch</p> <p>2:00 – 3:00 p.m. Warner/Staff 1:1</p>

Week of March 16 – 20, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
<p>11:00 – 1:00 p.m. Diversity Institute Program</p> <p>1:00 – 4:00 p.m. Oregon InC Full Council Meeting</p> <p>2:00 – 3:00 p.m. Executive Team Budget Review</p>	<p>9:00 – 10:00 a.m. City Staff OTIA Funding in SoWa Briefing</p> <p>11:00 – 12:00 p.m. URA Project Meeting</p> <p>2:00 – 5:00 p.m. PDC Budget Review with City Council</p>	<p>7:30 – 9:30 a.m. Mayor's Economic Cabinet</p> <p>10:00 – 11:00 a.m. Warner/Staff 1:1</p> <p>11:30 – 2:30 p.m. March SoWa NDP</p> <p>3:00 – 4:00 p.m. Warner & Commissioner Leonard Monthly</p>	<p>7:30 – 8:30 a.m. Warner & Chair Wilhoite Bi-Weekly</p> <p>10:00 – 12:00 p.m. PDC Executive Tam Budget Review with City Council</p> <p>12:00 – 1:00 p.m. Project Management Office Manager Presentation – Brown Bag</p> <p>3:30 – 4:00 p.m. Warner/Staff 1:1</p>	<p>11:00 – 12:00 p.m. Asia Business Development Trip Briefing</p> <p>1:30 – 2:30 p.m. Warner/Julie Cody 1:1</p>

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Monday	Tuesday	Wednesday	Thursday	Friday
7:00 – 8:00 a.m. Warner & Commissioner Mohlis 1:1	9:00 – 9:30 a.m. Warner and PDOT Meeting	8:00 – Noon PDC Board of Commissioners Meeting	8:30 – 10:00 a.m. PDC All Employee Staff Meeting	7:30 – 9:30 a.m. PNITA PBA Meeting
8:00 – 9:00 a.m. Commissioner Board Briefing	10:30 – Noon Executive Team Meeting – Facilitated Discussion	12:00 – 1:00 p.m. External Meeting	10:30 – Noon Planning & Development Directors Meeting	11:00 – 11:15 a.m. Warner & Exec Office Supervisor 1:1
9:30 – 10:00 a.m. Warner & Staff 1:1	12:30 – 2:30 p.m. Executive Team Meeting	1:00 – 2:30 p.m. China Prep Meeting	1:00 – 2:30 p.m. NDP Property Owners Meeting	
11:00 – Noon Downtown URA Discussion	3:30 – 4:30 p.m. PDC & Mayor Adams Weekly 1:1	3:30 – 4:30 p.m. NDP Property Owner Meeting	3:00 – 4:00 p.m. Warner & HR 1:1	
12:30 – 1:30 p.m. Warner & HR & IGS Consultant				
3:00 – 4:00 p.m. Commissioner Board Briefings				

Week of March 30 – April 3, 2009

Monday	Tuesday	Wednesday	Thursday	Friday
7:30 – 9:30 a.m. Project Meeting	8:30 – 9:30 a.m. Warner & Staff 1:1	8:00 – 9:00 a.m. Warner & Commissioner Fish 1:1	9:00 – 9:30 a.m. Warner & Staff 1:1	Mission Trip to China
10:00 – 11:00 a.m. Warner with OMF/Kate/Sam	10:00 – 11:00 a.m. Warner & Staff 1:1	9:30 – 10:30 a.m. Warner & Staff 1:1	11:30 – 12:30 p.m. Monthly Bureau Directors' Meeting	
12:00 – 1:00 p.m. Meet with NDP w/ Tri Met	11:00 – 11:30 a.m. Speech Prep for PSU Course	2:00 – 3:00 p.m. Housing All Staff Discussion		
2:00 – 2:30 p.m. Heritage Project	11:30 – 2:30 p.m. PDC Executive Team Meeting			
3:30 – 4:00 p.m. Project Meeting	4:00 – 4:30 p.m. Sunnyside Housing Association			
4:30 – 5:30 p.m. Warner & Staff 1:1	6:30 – 8:00 p.m. PDC-PSU Urban Renewal & Redevelopment Course			