

**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 January 4 – 8, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:30 – 8:30 a.m. Warner/Margaret Van Vliet 1:1	8:30 – 9:30 a.m. Warner & Staff Resource Discussion	9:00 – 10:00 a.m. Private Appointment	7:30 – 8:30 a.m. Warner Mentoring Breakfast for Cooperative Leadership Institute Program	8:00 – 8:30 a.m. Warner/Staff 1:1
9:30 – 10:00 a.m. Warner w/ Diversity Council	10:30 – 11:30 a.m. Warner/Staff Mid Year Discussion	11:00 – 12:00 p.m. Warner/Staff Mid Year Discussion	9:00 – 9:30 a.m. Warner/Jim Winkler	8:30 – 9:00 a.m. Warner/Staff 1:1
12:30 – 1:00 p.m. Warner/Staff Mid Year Discussion	11:30 – 12:00 p.m. Prep for Recruitment Meeting	1:30 – 2:00 p.m. Key Delta Community Center	11:30 – 1:00 p.m. Bureau Director's Lunch	9:00 – Noon Executive Team & PHB Budget Review
2:00 – 3:00 p.m. Warner/Commissioner Fritz Monthly 1:1	12:00 – 2:30 p.m. Executive Team Meeting	2:00 – 3:00 p.m. Warner/Staff Mid Year Discussion	1:30 – 5:00 p.m. Executive Team & PHB Budget Review	1:00 – 2:30 p.m. Recruitment Meeting
	2:30 – 3:00 p.m. Warner, Staff & Commissioner – One Waterfront	3:30 – 4:30 p.m. Warner/Staff Mid Year Discussion		3:00 – 3:30 p.m. Warner/Staff 1:1

**Week of January 11 – 15, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 – 9:00 a.m. Commissioner Briefing	7:30 – 9:00 a.m. PBA Board Meeting	7:30 – 8:30 a.m. Warner/Margaret Van Vliet 1:1	10:30 – 11:00 a.m. Budget Briefing	8:30 – 11:00 a.m. Board of Commissioners Meeting
10:30 – 11:30 a.m. Planning for Rail-Volution 2010	10:00 – 10:30 a.m. Warner/Consultant	9:00 – 9:30 a.m. Warner/Staff 1:1	11:00 – 11:30 a.m. Resource Discussion	11:30 – Noon Warner/Staff Mid Year Discussions
12:00 – 2:30 p.m. Executive Team Meeting & Budget Review	11:30 – Noon Budget Reviews	11:00 – 2:00 p.m. Executive Team & PHB Budget Review	11:30 – Noon Budget Review w/ UDD	Noon – 5:00 p.m. Vacation
3:30 – 4:00 p.m. Warner Speech Review for IEDC Trip	2:30 – 3:00 p.m. Warner/Chair Prep for Mayor Meeting	2:00 – 3:00 p.m. Commissioner Briefing	1:00 – 5:00 p.m. Executive Team & PHB Budget Review	
	3:00 – 4:00 p.m. Warner/Mayor Weekly 1:1	3:00 – 6:00 p.m. Board of Commissioners Meeting	5:30 – 6:30 p.m. Regional Indicators Project Discussion	
	5:30 – 7:00 p.m. Maureen McDonald, Denver Metro Chamber Leadership Foundation			

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**Week of March 15 - 19, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9:00 – 9:30 a.m. Bruce Warner/Staff 1:1	8:30 – 9:30 a.m. Warner/Staff 1:1	10:30 – 11:30 a.m. Budget Presentation	7:30 – 9:30 a.m. Mayor's Economic Cabinet	7:30 – 8:00 a.m. Project Meeting
11:30 – 12:00 Noon Warner and Staff HR Issue	12:00 – 2:30 p.m. Executive Team Meeting	12:00 – 1:00 p.m. Warner/Chair Andrews 1:1	1:00 – 2:00 p.m. Warner/Susan Anderson Monthly	12:00 – 1:00 p.m. Private Meeting
3:00 – 4:00 p.m. Warner/Commissioner Fritz Office	3:00 – 3:30 p.m. Warner/Chair Andrews	1:30 – 2:00 p.m. Rose Quarter Meeting	5:00 – 7:00 p.m. Pinnell Bush Inc Annual Client Appreciation Party	3:30 – 4:30 p.m. Warner/Michael Jordan
4:30 – 6:00 p.m. Portland Plan Advisory Group Meeting	5:00 – 7:00 p.m. Grand Opening Innovative Changes	2:30 – 3:30 p.m. Union Station Meeting		
		4:00 – 5:00 p.m. Vancouver Economic Development		

**Week of March 22 - 26, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9:00 – 10:00 a.m. Warner/Staff 1:1	8:00 – 9:30 a.m. Prep for Budget Sessions	8:30 – 9:30 a.m. Project Meeting	8:30 – 10:30 a.m. All Employee Staff Meeting	9:00 – 10:00 a.m. Interstate Urban Renewal
10:00 – 11:00 a.m. PERS Presentation	12:00 – 2:30 p.m. PDC Executive Team Meeting	10:00 – 10:30 a.m. Project Meeting	11:00 – 12:00 Union Station Meeting	11:00 – 11:30 a.m. Union Station
1:00 – 1:30 p.m. Warner/Staff 1:1		11:00 a.m. – 1:00 p.m. Budget Session Preparation		1:00 – 1:30 p.m. PDC Lease
1:30 – 3:00 p.m. Eco-Industrial Development		4:00 – 5:00 p.m. Meeting with AFSCME		
3:30 – 5:00 p.m. Managers Meeting				

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**Week of March 1 – 5, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:30 – 9:00 a.m. Warner/Margaret Van Vliet Monthly 1:1  9:30 – 10:30 a.m. Executive Forum Project Meeting	8:00 – 9:00 a.m. Project Breakfast Meeting  10:30 – 11:30 a.m. Warner/Staff 1:1  12:00 – 2:30 p.m. PDC Executive Team Meeting  3:00 – 3:30 p.m. Project Briefing  3:30 – 4:30 p.m. Warner/Mayor Adams Weekly	9:00 – 10:00 a.m. Warner w/ External Guests Project Meeting  12:00 – 1:00 p.m. Warner/Chair Andrews Bi-Weekly  2:00 – 3:00 p.m. Portland Business Alliance Strategy Committee Meeting  4:00 – 5:00 p.m. Warner Mentoring Meeting	11:30 a.m. – 1:00 p.m. Bureau Directors Meeting  1:30 – 2:00 p.m. Warner/Staff Project Briefing  3:30 – 4:30 p.m. Warner Meeting with Tri-Met	11:00 – 11:30 a.m. Warner/Staff 1:1  12:00 – 1:00 p.m. Lunch w/ Sumner Sharpe  2:00 – 3:00 p.m. Warner/Staff 1:1

**Week of March 8 – 12, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
9:30 – 10:30 a.m. Commissioner Briefing  1:00 – 1:30 p.m. Warner/Staff 1:1  1:30 – 2:30 p.m. Warner/Staff 1:1  3:00 – 4:00 p.m. Warner/Commissioner Fish Monthly Meeting	7:30 – 9:30 a.m. Portland Business Alliance Board Meeting  10:00 – 11:00 am. Warner w/ Portland Public Schools  11:30 – 11:45 a.m. Speech Review w/ Staff  12:00 – 2:30 p.m. PDC Executive Team Meeting  3:30 – 4:00 p.m. Warner w/ Business Journal Wendy Culverwell	9:00 – 10:00 a.m. Streetcar Finance Activity  10:30 – 11:30 a.m. City Hall Council Meeting Airport Way Reduction  1:00 – 2:00 p.m. Madrona Studios Grand Opening  3:00 – 6:00 p.m. PDC Commission Meeting	8:30 – 9:00 a.m. Warner/Staff – Office of Healthy Rivers Prep  9:00 – 9:30 a.m. Warner/Staff 1:1  10:30 – Noon Planning & Development Directors Meeting  4:00 – 5:00 p.m. Project Meeting	10:30 – 11:30 a.m. Meeting with Office of Healthy Rivers Staff  1:30 – 2:00 p.m. Warner/Staff 1:1  2:30 – 3:30 p.m. Warner/Commissioner Leonard Monthly Meeting

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**Week of February 15 - 19, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Presidents Day Holiday	10:00 – 11:00 a.m. Warner/Staff 1:1  12:00 – 2:30 p.m. PDC Executive Team Meeting  3:00 – 3:30 p.m. Warner/Mayor Weekly Meeting	10:00 – 10:30 a.m. Warner/Staff  10:30 – 11:30 a.m. Warner w/ Union  12:00 – 1:00 p.m. Warner/Chair Bi-Weekly 1:1  3:00 – 4:00 p.m. Warner/Commissioner Saltzman Monthly  6:00 – 7:30 p.m. Black United Fund Dinner	Salem	1:30 – 2:30 p.m. Warner/Staff 1:1  2:30 – 3:00 p.m. Project Meeting  3:30 – 4:30 p.m. Warner Mtg with External Parties  5:00 – 6:00 p.m. City Hall Reception to Recognize Vanport

**Week of February 22 - 26, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Washington DC Meet with Delegation	Washington DC Meet with Delegation	8:00 a.m. – 12:00 p.m. PDC Commission Meeting  11:00 – 12:00 p.m. Budget Meeting  2:00 – 2:10 p.m. Warner/Staff 1:1  2:10 – 3:00 p.m. Warner/Staff 1:1	8:30 – 10:00 a.m. PDC All Employee Meeting  10:30 – 12:00 p.m. Planning & Development Directors Meeting  12:00 – 2:00 p.m. DJC Newsmakers Event  4:00 – 5:00 p.m. Commissioner Fish Meeting Re Block 49	

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**Week of February 1 – 5, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>IEDC Conference Guest Speaker Woodland Texas</p>	<p>IEDC Conference Guest Speaker Woodland Texas</p>	<p>IEDC Conference Guest Speaker Woodland Texas</p>	<p>10:30 – 11:30 a.m. High Speed Rail Meeting</p> <p>11:30 a.m. – 12:30 p.m. Bureau Directors Lunch</p> <p>1:30 – 2:30 p.m. Warner/Staff 1:1</p> <p>4:00 – 5:00 p.m. Memorial Coliseum Project Meeting</p>	<p>9:00 – 9:30 a.m. Prep for P&amp;D Meeting</p> <p>9:30 – 10:00 a.m. Budget Meeting</p> <p>10:30 – 11:30 a.m. Speech @ Latino Leadership Training</p> <p>11:30 a.m. – 1:30 p.m. Mayor's State of the City Address</p> <p>3:30 – 4:30 p.m. Warner/Staff 1:1</p>

**Week of February 8 – 12, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>9:00 – 10:30 a.m. Portland Plan Advisory Group</p> <p>10:30 – 11:00 a.m. Budget Meeting</p> <p>11:00 – 11:30 a.m. Budget Meeting</p> <p>1:00 – 2:00 p.m. Meet with Consultant</p> <p>3:00 – 4:00 p.m. Warner/Commissioner Fish Monthly</p> <p>4:30 – 5:30 p.m. Warner/Margaret Van Vliet 1:1</p>	<p>7:30 – 9:30 a.m. PBA Board Retreat</p> <p>10:00 – 11:00 a.m. Warner/Staff 1:1</p> <p>12:00 – 2:30 p.m. PDC Executive Team Meeting</p> <p>3:30 – 4:30 p.m. Warner/Mayor Weekly Meeting</p>	<p>9:00 – 9:30 a.m. Warner Project Meeting</p> <p>1:00 – 2:00 p.m. Warner/Staff 1:1</p> <p>3:00 – 6:00 p.m. PDC Board of Commissioners Meeting</p>	<p>8:30 – 9:30 a.m. North Macadam URAC</p> <p>10:30 a.m. – 12:00 p.m. Planning &amp; Development Directors Meeting</p> <p>4:00 – 5:00 p.m. Warner/UofO</p>	<p>9:00 – 10:00 a.m. Warner/Susan Anderson Monthly 1:1</p> <p>11:00 a.m. – 12:00 p.m. Warner/Staff 1:1</p> <p>1:30 – 2:00 p.m. Warner/Staff 1:1</p> <p>2:00 – 2:30 p.m. Warner w/ Budget Team</p>

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**Week of January 18 - 22, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Martin Luther King Day Holiday	9:00 – 9:30 a.m. Warner & Melvin Mark  10:00 – 11:00 a.m. Warner/Commissioner Leonard Monthly 1:1  12:30 – 2:00 p.m. Executive Team Budget Prep  2:00 – 5:00 p.m. PDC Board of Commissioners Budget Meeting	8:00 – 9:30 a.m. Manager's Meeting  9:30 – 10:30 a.m. Warner & Staff Resources  11:00 – Noon Warner/Staff 1:1  1:00 – 1:30 p.m. Warner/Staff 1:1  2:00 – 5:00 p.m. PDC Board of Commissioners Budget Meeting	8:30 – 9:30 a.m. Warner & Staff – Review MOU  10:30 – 11:00 a.m. Warner & Staff Discuss Green Globes  11:30 – Noon Warner & Legal Counsel  1:00 – 1:30 p.m. Recruitment Discussion  3:30 – 4:30 p.m. Warner Mentoring for Cooperative Leadership Institute	Portland Business Alliance Board Retreat

**Week of January 25 – 29, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:00 – 9:00 a.m. Commissioner Briefing  9:30 – 10:30 a.m. Commissioner Briefing  11:00 – Noon Commissioner Briefing  2:00 – 2:30 p.m. Project Meeting  2:30 – 3:00 p.m. Warner/Staff 1:1  4:00 – 5:00 p.m. Project Meeting	8:30 – 10:00 a.m. Executive Team Meeting  12:00 – 1:00 p.m. Meeting with External Counsel  3:30 – 4:30 p.m. Warner/Mayor Weekly 1:1	8:00 – Noon Board of Commissioners Meeting  1:00 – 1:30 p.m. Warner & Staff Prep for P&D Meeting  2:00 – 3:00 p.m. Quarterly Economic Development Discussion  3:00 – 4:00 p.m. Warner/Staff 1:1	8:30 – 10:00 a.m. All Employee Staff Meeting  10:30 – Noon Planning & Development Directors Meeting	8:30 a.m. – Noon PDC Board of Commissioners Budget Meeting  Noon – 5:00 p.m. Travel to IEDC Conference, Woodland Texas

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**Week of March 29 – April 2, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>10:00 a.m. – 12:00 p.m. I-5 Rose Quarter and I-405</p> <p>1:00 – 2:00 p.m. Housing Budget Work Session with City Council</p> <p>2:00 – 3:00 p.m. PDC Budget Session with City Council</p>	Vacation	Vacation	Vacation	Vacation

**Week of April 5 - 9, 2010**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<p>8:30 – 9:30 a.m. Staffing Discussion</p> <p>9:30 – 10:30 a.m. Warner/Staff 1:1</p> <p>11:30 a.m. – 12:00 p.m. Warner/Staff 1:1</p> <p>2:30 – 3:00 p.m. Warner/Staff 1:1</p> <p>3:00 – 5:00 p.m. Managers Meeting</p>	<p>8:30 – 9:30 a.m. Warner/HR Meeting</p> <p>11:30 a.m. – 1:30 p.m. Executive Team Meeting</p> <p>2:00 – 3:30 p.m. Portland Plan Advisory Group</p> <p>3:30 – 4:30 p.m. Warner/Chair Andrews/Mayor's Office 1:1</p>	<p>10:30 – 11:30 a.m. PDC Lease</p> <p>12:00 – 1:00 p.m. Warner/Chair Andrews 1:1</p> <p>1:30 – 2:30 p.m. Warner/General Counsel 1:1</p> <p>3:00 – 3:30 p.m. Project Meeting</p> <p>5:00 – 8:30 p.m. Celebration of Growth Event</p>	<p>7:30 – 8:30 a.m. Warner/Margaret VanVliet 1:1</p> <p>10:00 a.m. – 1:00 p.m. Planning &amp; Development Directors Meeting</p>	<p>8:00 – 9:00 a.m. General Fund Budget</p> <p>9:30 – 10:30 a.m. Warner/Commissioner Strauss</p> <p>11:00 a.m. – 12:00 p.m. Warner/Dean Marriott 1:1</p> <p>1:30 – 2:00 p.m. Warner/Staff 1:1</p> <p>2:00 – 2:30 p.m. Warner/Staff 1:1</p>