

**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				