

**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		