

**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 July 28 – August 1, 2008

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 9:00 a.m. Project Meeting	8:00 – 9:00 a.m. Project Meeting	7:30 – 8:30 a.m. Commissioner Meeting	8:30 – 10:00 a.m. PDC All Employee Staff Meeting	7:30 – 8:30 a.m. Personnel Issue
10:00 – 10:30 a.m. Performance Assessment	10:00 – 10:30 a.m. Audit Meeting	10:30 – 11:30 a.m. PDC Board	10:30 – 2:30 p.m. Meeting of the Minds	9:00 – 9:30 a.m. Board of Commissioners Special Session
12:00 – 1:00 p.m. Mayor/AR/Bureau Directors Brown Bag	10:30 – 11:30 a.m. Project Meeting	5:00 – 8:30 p.m. City Club Salon	3:00 – 4:30 p.m. Interviews	10:30 – 11:30 a.m. City Audit Services DDA Audit
1:00 – 2:00 p.m. PDC & Mayor's Staff Weekly	11:30 – 12:30 p.m. Meeting Prep			1:00 – 2:00 p.m. Transition Activities
3:00 – 4:30 p.m. Project Meeting	12:30 – 2:30 p.m. Executive Team Meeting			
4:45 – 5:30 p.m. Project Meeting	4:00 – 5:00 p.m. Warner/Staff 1:1			

Week of August 4-8, 2008

Monday	Tuesday	Wednesday	Thursday	Friday
1:00 – 2:00 p.m. Warner/Mayor's Staff Weekly Meeting	8:00 – 9:00 a.m. Project Meeting	9:00 – 10:00 a.m. Project Meeting	7:30 – 8:30 a.m. PDC/BHCD Quarterly	7:30 – 9:00 a.m. Project Meeting
2:30 – 3:00 p.m. Project Meeting	10:00 – 11:00 a.m. Downtown Retail Strategy	10:00 – 11:00 a.m. Project Meeting	9:00 – 9:30 a.m. Warner/Staff 1:1	9:30 – 10:00 a.m. Warner/Staff 1:1
3:30 – 4:30 p.m. Personal	11:30 – 2:30 p.m. Executive Team Meeting	11:00 – 12:00 p.m. Lloyd District	11:30 – 1:30 p.m. Monthly Bureau Directors' Meeting	11:30 – 5:00 p.m. Vacation
4:30 – 5:00 p.m. Personnel Issue	3:00 – 4:00 p.m. Project Meeting	12:00 – 1:00 p.m. General Fund Discussion	5:30 – 6:30 p.m. Say He, NW	
	4:00 – 5:00 p.m. Warner/Staff 1:1	2:00 – 2:30 p.m. Personnel Issue		
		4:00 – 5:00 p.m. Warner/Planning Monthly Meeting		