

**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

Monday	Tuesday	Wednesday	Thursday	Friday
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

Monday	Tuesday	Wednesday	Thursday	Friday
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			