

**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 18 - 22, 2010

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------------------------|---|--|--|---|
| 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

| Monday | Tuesday | Wednesday | Thursday | Friday |
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| 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 |