February 2012

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3

Calendar

Week of Monday, February 27, 2012

March 2012

S	M	T	W	T	F	S
26	27	28	29	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Monday 2/27	Tuesday 2/28	Wednesday 2/29	Thursday 3/1	Friday 3/2	Saturday 3/3	Sunday 3/4
8:00 AM - 9:00 AM TRAVEL TIME **9:00 AM - 4:00 PM** ATTEND: RDPO Steering Committee Workshop (Oregon Chapter of the American Red Cross, 3131 N. Vancouver, Portland, OR 97227- Yamhill/Tillamook Room on the second floor) **4:00 PM - 4:30 PM** TRAVEL TIME **4:30 PM - 5:00 PM** OFFICE TIME	**8:30 AM - 10:00 AM** OFFICE TIME **10:00 AM - 11:00 AM** MEET: Catherine RE: Weekly Check-In (Catherine's Office) **11:00 AM - 12:00 PM** MEET: Suzanne Kahn RE: Weekly Check-In (Tom's Office) **12:00 PM - 3:00 PM** OFFICE TIME/ LUNCH **3:00 PM - 4:00 PM** MEET: Susan Anderson RE: Monthly Check-In (Tom's Office) **4:00 PM - 4:30 PM** OFFICE TIME **4:30 PM - 5:00 PM** MEET: Sam and Richard Beetle Re: Budget (Mayor's Office) **5:00 PM - 5:00 PM** End of day review	**8:30 AM - 9:30 AM** OFFICE TIME **9:30 AM - 10:00 AM** MEET: Greg/ Teresa/ Art RE: TriMet Meeting Prep (Tom's Office) **10:00 AM - 11:00 AM** MEET: John Rist RE: Weekly Check-In (Tom's Office) **11:00 AM - 11:30 AM** MEET: Jody Yates (Tom's Office) **11:30 AM - 12:00 PM** OFFICE TIME **12:00 PM - 1:00 PM** ATTEND: Denver Igarta's "European Fellowship: Livable streets where people live" (Portland Building, Room C) **1:00 PM - 2:00 PM** OFFICE TIME **2:00 PM - 3:00 PM** MEET: Rob/ Marnie/ Lew Bowers (Tom's Office- Portland Building, 9th Floor) **3:00 PM - 4:00 PM** MEET: Mark Moline, Ben Walters, and PBOT staff (Tom's Office) **4:00 PM - 5:00 PM** OFFICE TIME **5:00 PM - 5:00 PM** End of day review	**7:30 AM - 8:30 AM** FYI: Freight Advisory Committee Meeting (Lovejoy) **8:30 AM - 11:30 AM** OFFICE TIME **11:30 AM - 1:00 PM** ATTEND: Bureau Directors Lunch (Lovejoy Room) **1:00 PM - 1:30 PM** OFFICE TIME **1:30 PM - 3:30 PM** ATTEND: Directors Work Session (Broadway Room) **3:30 PM - 5:00 PM** ATTEND: Monthly TriMet/PBOT Directors Meeting (Morrison Room)	**8:30 AM - 9:00 AM** TRAVEL TIME **9:00 AM - 10:00 AM** MEET: Jim Middaugh (Metro- 600 NE Grand Ave) **10:00 AM - 10:30 AM** TRAVEL TIME **10:30 AM - 11:30 AM** OFFICE TIME **11:30 AM - 11:45 AM** TRAVEL TIME **11:45 AM - 1:30 PM** ATTEND: State of the City **1:30 PM - 2:00 PM** TRAVEL TIME **3:00 PM - 3:30 PM** MEET: Greg/ Rich/ Rich/ Alex/ Art RE: EMC prep meeting (Tom's Office) **3:30 PM - 4:30 PM** MEET: Dawn Jansen RE: HR Check-In (Tom's Office) **4:30 PM - 5:00 PM** OFFICE TIME **5:00 PM - 5:00 PM** End of day review		