

October 14, 2019 - October 20, 2019

October 2019							November 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	6	7	8	9	10	11		3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

Monday, October 14

- 9:30am - 11:00am **Weekly Staff Meeting** (Office of Commissioner Eudaly, 1221 SW 4th Avenue Suite 210 - Conference Room) - Eudaly, Chloe ☺
- 11:00am - 1:00pm **DESK TIME**
- 1:00pm - 1:30pm **MEET: Bi-weekly, Suk Rhee, Director Office of Community & Civic Life** - Eudaly, Chloe
- 1:30pm - 2:00pm **Comms. Fritz/Eudaly, monthly (Tim)** (Comm. Eudaly's office) - Fritz, Amanda
- 2:00pm - 2:30pm **MEET: Hannah (Staff)** (Office of Commissioner Eudaly, 1221 SW 4th Avenue Suite 210, Conference Room) - Eudaly, Chloe ☺
- 2:30pm - 5:00pm **BREAK/ DESK TIME**

Tuesday, October 15

- 9:30am - 11:30am **Bureau of Human Resources - Executive Session w/ Mayor Wheeler and Commissioners** (Rose Room) - Wheeler, Ted
- 11:30am - 12:00pm **Portland Bureau of Transportation Briefings** (Office of Commissioner Eudaly, 1221 SW 4th Ave, STE 210, Conference Room) - Eudaly, Chloe ☺
- 12:00pm - 1:00pm **DESK TIME**
- 1:00pm - 2:00pm **MEET: Portland Bureau of Transportation / Commissioner Eudaly RE: Prep for 10/17 Joint Policy Advisory**
- 1:00pm - 1:30pm **QUARTERLY Reports, due TODAY** (Note: Step by step instructions are available for reference and troubleshooting)
- 2:30pm - 3:00pm **Bi-weekly Meeting: Polyanne (Staff)** - Eudaly, Chloe ☺
- 3:00pm - 4:00pm **DESK TIME**
- 3:30pm - 4:00pm **Council Prep** (Office of Commissioner Eudaly, 1221 SW 4th Ave, STE 210) - Eudaly, Chloe ☺
- 4:00pm - 4:30pm **Weekly Meeting: Marshall Runkel, Chief of Staff**
- 4:30pm - 5:30pm **Travel to/ prep for/ get dinner before Spirit of**
- 6:00pm - 8:00pm **ATTEND: Spirit of Portland Award Ceremony**

Wednesday, October 16

- NEWSLETTER: Content Due to Margaux** - Eudaly, Chloe
- 9:30am - 12:30pm **City Council Meeting** (Council Chambers) - Eudaly, Chloe ☺
- 12:30pm - 1:00pm **Post Council De-Brief** - Eudaly, Chloe ☺
- 1:00pm - 5:00pm **DESK TIME**
- 5:00pm - 5:30pm **Post Council De-Brief** (Office of Commissioner Eudaly, 1221 SW 4th Ave, STE 210) - Eudaly, Chloe ☺

Thursday, October 17

- HOLD for Portland Film Festival kick off (maybe)** - Eudaly, Chloe
- 7:30am - 9:00am **Joint Policy Advisory Committee on Transportation meeting** (Metro Chambers, 600 NE Grand Ave) - Eudaly, Chloe
- 9:00am - 9:30am **HOLD: PBOT UPS Presser** - Weeke, Margaux
- 9:30am - 10:00am **MEET: Director Durbin, Bureau of Planning and Sustainability** (Office of Commissioner Eudaly, 1221 SW 4th Ave, Ste 210) - Eudaly, Chloe
- 10:00am - 10:30am **MEET: Vicki Gram, the City's Lobbyist in Washington, D.C.** (Office of Commissioner Eudaly, Conference Room, 1221 SW 4th Ave, STE 210) - Eudaly, Chloe
- 11:00am - 11:30am **Weekly Communications Check-in, Margaux (Staff)** - Eudaly, Chloe ☺
- 12:00pm - 1:00pm **LUNCH** ☺
- 1:30pm - 4:30pm **Commissioner Unavailable**

Friday, October 18

- 9:30am - 5:00pm **DESK TIME**

Saturday, October 19

Sunday, October 20