

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**NOTICE OF MEETING**

**ADMINISTRATIVE COMMITTEE**

DATE: Thursday, December 13, 2018  
TIME: 1:30 p.m.  
PLACE: SEWRPC Office Building  
Commissioners' Conference Room  
W239 N1812 Rockwood Drive  
Waukesha, Wisconsin 53187  
(262) 547-6721

**AGENDA:**

1. Roll call
2. Approval of minutes of meeting of November 15, 2018 (copy enclosed)  
*Motion required*
3. Approval of disbursements for the following financial reporting periods
  - a. 2018 reporting period No. 23, October 29, 2018 to November 11, 2018 (copy enclosed)
  - b. 2018 reporting period No. 24, November 12, 2018 to November 25, 2018 (copy enclosed)  
*Motion required after each report*
4. Review of Statement of Revenues and Expenditures for the period ending November 25, 2018 (copy to be e-mailed)  
*Motion required*
5. Report on network server and backup capacity upgrade.
6. Correspondence and announcements
7. Adjournment  
*Motion required*

James T. Dwyer  
Chairman

**Enclosures**

JTD/MGH/EAL/ce  
AdminDecember18Agenda (#245722)