

NOTICE OF MEETING

SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION

ADMINISTRATIVE COMMITTEE

DATE: Thursday, February 24, 2005

TIME: 1:30 p.m.

PLACE: SEWRPC Office Building
Commissioners' Conference Room
W239 N1812 Rockwood Drive
Waukesha, Wisconsin
(262) 547-6721

AGENDA:

1. Roll call
2. Approval of minutes of meeting of December 21, 2004 (copy enclosed)
3. Approval of disbursements for the following financial reporting periods:
 - a. 2004 reporting period No. 26, December 13 to December 26
 - b. 2005 reporting period No. 1, December 27 to January 9
 - c. 2005 reporting period No. 2, January 10 to January 23
 - d. 2005 reporting period No. 3, January 24 to February 6
4. Review of Statement of Revenues and Expenditures for the period ending February 6, 2005
5. Consideration of staff recommendation to deal with issue created by the occurrence of 27 payroll dates in a calendar year
6. Consideration of proposed amendments to Commission Flexible Benefits Plan required by changes in Federal law (copy of materials enclosed)
7. Correspondence/Announcements
8. Adjournment

Paul G. Vrakas
Chairman