

NOTICE OF MEETING
SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION
ADMINISTRATIVE COMMITTEE

DATE: Thursday, December 20, 2007

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 November 29, 2007 (copy enclosed)
3. Approval of disbursements for the following financial reporting periods (copies to be emailed)
 - a. 2007 reporting period No. 24, November 12 to November 25
 - b. 2007 reporting period No. 25, November 26 to December 9
4. Review of Statement of Revenues and Expenditures for the period ending December 9, 2007 (copies to be emailed)
5. Consideration of acquisition of print shop equipment (memorandum to be emailed)
6. Correspondence/Announcements
7. Adjournment

David L. Stroik
Chairman