

**NOTICE OF MEETING**

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**ADMINISTRATIVE COMMITTEE**

DATE: Thursday, May 19, 2011

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 April 21, 2011 (copy enclosed)
3. Approval of disbursements for the following financial reporting periods (copies to be emailed)
  - a. 2011 reporting period No. 9, April 11 to April 24
  - b. 2011 reporting period No. 10, April 25 to May 8
4. Review of Statement of Revenues and Expenditures for the period ending May 8, 2011 (copy to be emailed)
5. Consideration of budget assumptions for 2012 (copy enclosed)
6. Consideration of bank checking and deposit services
7. Consideration of a replacement document management software program
8. Correspondence/Announcements
9. Adjournment

Adelene Greene  
Chair

KRY/AG/dad  
#157109 v1 - AdminMay11Agd

Enclosures