

**SOUTHEASTERN WISCONSIN REGIONAL PLANNING COMMISSION**

**NOTICE OF MEETING**

**ADMINISTRATIVE COMMITTEE**

DATE: Thursday, December 12, 2019  
TIME: 1:30 p.m.  
PLACE: SEWRPC Office Building  
Commissioners' Conference Room  
W239 N1812 Rockwood Drive  
Waukesha, Wisconsin 53188  
(262) 547-6721

AGENDA:

1. Roll call
2. Approval of minutes of meeting of November 21, 2019 (copy enclosed)  
*Motion required*
3. Approval of disbursements for the following financial reporting periods
  - a. 2019 reporting period No. 24, November 11, 2019 to November 24, 2019 (copy enclosed)  
*Motion required after report*
4. Review of Statement of Revenues and Expenditures for the period ending November 24, 2019 (copy to be emailed)  
*Motion required*
5. Review, discussion, and possible action on Commission Personnel Regulations (copy previously provided)
6. Correspondence and announcements
7. Adjournment  
*Motion required*

James T. Dwyer  
Chairman

Enclosures  
JTD/KJM/EAL/ce  
AdminDecember19Agenda (#251323)