To: Region 3 Committee
From: Chase Battaglio, Region 3 Secretary
Subject: Secretary's Report
Date: 18 September 2016

The Region 3 ExCom meeting information, agenda, and reports received are on-line at
http://www.ewh.ieee.org/reg/3/excom/meetings/2016-05/index.html.

All Region 3 ExCom and Committee meeting announcements, agendas, and minutes are available at
http://ewh.ieee.org/reg/3/excom/meetings. The page contains a directory yyyy-mm or yyyy-m1m2
(yyyy is year, mm is month, m1m2 is month 1 and month 2 if the meeting spanned the boundary
between months).

All section officers please review the Section Listserv Alias file referenced in the 2016 SECON Region 3
meeting agenda. The alias listed for your Section feeds into the sec-r03@ieee.org alias. Please update or
create your respective alias and notify me when your changes are complete. This will assist me in
ensuring that you receive all Region 3 communication. Additionally, please utilize vtools
(https://officers.vtools.ieee.org/) to update all officer changes for your Section.

Please note that I will rely mainly on the recording of our web conferences going forward as our main
meeting minutes. I will provide supplemental minutes in pdf format for those that do not want to listen
to the recording.

Thank you for all that you do for IEEE!

Sincerely,
Chase Battaglio
2016 IEEE Region 3 Secretary
ecbattaglio@gmail.com