To: Region 3 ExCom
From: Chase Battaglio, Region 3 Secretary
Subject: Secretary's Report
Date: 14 May 2017

Key Meeting Information:
- The Region 3 ExCom meeting information, agenda, and reports are on-line at http://www.ewh.ieee.org/reg/3/excom/meetings/2017-05/agendas.html#region3excom.
- If you have a report, presentation, or additional materials you would like to share during the meeting, please send me your presentation or document by 5pm tomorrow.

Officer Reporting & Email Lists:
- All section officers please review your officer reporting through vtools (https://officers.vtools.ieee.org/) to update all officer changes for your Section.
- All section officers please review your email listserv to ensure all officers are included in your email list. I updated the lists that I had access to per SAMIEEE officer report listings.

Region 3 Committee Meeting Information:
- The Region 3 Committee meeting information, agenda, and reports are on-line at http://www.ewh.ieee.org/reg/3/excom/meetings/2017-04/index.html.
- The SoutheastCon presentations are available at http://www.ewh.ieee.org/reg/3/excom/meetings/2017%20SoutheastCon%20Presentations/.
- My goal is to have the meeting minutes available on the website by the end of May.

Thank you for all that you do for IEEE!

Sincerely,
Chase Battaglio
2016 - 2017 IEEE Region 3 Secretary
ecbattaglio@gmail.com