

To: Region 3 ExCom
From: Chase Battaglio, Region 3 Secretary
Subject: Secretary's Report
Date: 18 March 2018

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/2018-03/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 Monday, March 19. Any reports received between 6pm through 8pm on Monday, March 19, will be posted after the meeting.
- We will need all Executive Officers, Area Chairs, and Section Chairs to attend the meeting to ensure quorum for voting on the 2018 budget.
- The meeting minutes along with the meeting recording of the web conference held on January 15, 2018 is available on-line at <http://www.ewh.ieee.org/reg/3/excom/meetings/2018-01/agendas.html#region3excom>

Officer Reporting & Email Lists:

- All section officers please review your officer reporting through vtools (<https://officers.vtools.ieee.org/>) and make the necessary updates for all officer changes in your Section. When you do your updates, make sure that you include and end date for the officer role. Additionally, please include your representatives for Women in Engineering (WIE), Life Member, and Young Professional (YP) affinity groups. I will be creating email lists for WIE, Life, and YP chairs in the Region.
- I am working with IEEE to ensure that all Section Officers are receiving communication through the sec-r03@ieee.org email alias.

Other Activities:

- IEEE MOVE Truck will be at the Atlanta Science Festival's Exploration Expo on Saturday, March 24 in Piedmont Park (Atlanta, GA).
- IEEE MOVE Truck training session will be held in Atlanta on Sunday, March 25. Meeting information along with registration information is available at <http://events.vtools.ieee.org/m/169198>.

Region 3 Committee Meeting Information:

- The Region 3 Committee meeting information, agenda, minutes, and reports are on-line at <http://www.ewh.ieee.org/reg/3/excom/meetings/2017-04/agendas.html#region3excom>.
- The SoutheastCon presentations are available at <http://www.ewh.ieee.org/reg/3/excom/meetings/2017%20SoutheastCon%20Presentations/>.

Thank you for all that you do for IEEE!

Sincerely,
Chase Battaglio
2016 - 2018 IEEE Region 3 Secretary
ecbattaglio@gmail.com