

To: Region 3 ExCom
From: Chase Battaglio, Region 3 Secretary
Subject: Secretary's Report
Date: 14 July 2018

Key ExCom Meeting Information:

- The Region 3 ExCom meeting information, agenda, and reports are on-line at <http://www.ewh.ieee.org/reg/3/excom/meetings/2018-07/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, July 16. Any reports received between 6pm through 8pm on Monday, June 18, will be posted after the meeting.
- The meeting minutes along with the meeting recording of the web conference held on June 18, 2018 is available on-line at <http://www.ewh.ieee.org/reg/3/excom/meetings/2018-06/agendas.html#region3excom>

2018 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/2018-04-R3Com/agendas.html#region3excom>.
- The SoutheastCon presentations are available at <http://www.ewh.ieee.org/reg/3/excom/meetings/2018%20SoutheastCon%20Presentations/>.
- Region Committee meeting minutes are available for your review at <http://www.ewh.ieee.org/reg/3/excom/meetings/2018-04-R3Com/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, please make sure that you include an **end date** for the officer role. If an end date is not included, I will think that the individual is still an active officer and include them in email list updates.
- All Region 3 Executive Officer and Committee Officers are now up to date on vTools. All obsolete positions were deleted from vTools to ease future officer reporting.

Thank you for all that you do for IEEE!

Sincerely,
Chase Battaglio
2016 - 2018 IEEE Region 3 Secretary
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