

To: Region 3 ExCom  
From: Chase Battaglio, Region 3 Secretary  
Subject: Secretary's Report  
Date: 28 October 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/2018-10/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, October 29. Any reports received between 6pm through 8pm on Monday, October 29, 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/2018-07/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.

Lastly, it has been a pleasure serving as the Region 3 Secretary and I will miss working with each of you. I will be stepping down at the end of the year to spend more time with family and other personal pursuits. If you are interested in the secretary role, please contact either Gregg Vaughn or myself. I will be happy to answer any questions you may have about the position.

Thank you for all that you do for IEEE!

Sincerely,  
Chase Battaglio  
2016 - 2018 IEEE Region 3 Secretary  
[ecbattaglio@gmail.com](mailto:ecbattaglio@gmail.com)