

To: Region 3 ExCom  
From: Pat Donohoe, Region 3 Secretary  
Subject: Secretary's Report  
Date: 26 January 2019

### Key Meeting Information

The meeting information, agenda, and reports for the 29 January 2019 Region 3 ExCom meeting are on-line at <http://www.ewh.ieee.org/reg/3/excom/meetings/2019-01/agendas.html#region3excom>.

Please send any agenda items or reports to me by 5:00pm EST on Monday, January 28. The meeting materials will be available on the website by 6:00pm. Any materials received after 5:00pm will be posted after the meeting adjourns.

- Guidelines for ExCom reports can be found at the following link:  
<http://www.ewh.ieee.org/reg/3/excom/meetings/2019-01/r3rptgle.html>
- Guidelines for Section reports can be found at the following link:  
<http://www.ewh.ieee.org/reg/3/excom/meetings/2019-01/r3rptgls.html>

### 17 December 2019 Region 3 Committee Meeting

The meeting minutes along with the meeting recording of the Region 3 Committee meeting held on 17 December 2019 are available on-line at the following link:  
<http://www.ewh.ieee.org/reg/3/excom/meetings/2018-12/agendas.html#region3excom>

### Section Officer Reporting & Email Lists

All sections are requested to review their officer reporting information (<https://officers.vtools.ieee.org/>) to ensure the officer information is up-to-date. Be sure to include both the start date and end date for each officer role.

Thank you for your service to IEEE.

Sincerely,

Pat Donohoe  
2019 IEEE Region 3 Secretary  
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