

To: Region 3 ExCom
From: Pat Donohoe, Region 3 Secretary
Subject: Secretary's Report
Date: 12 February 2021

Key Meeting Information

The online location for the 15 February 2021 Region 3 ExCom Meeting agenda, reports and information is <https://ewh.ieee.org/reg/3/excom/meetings/2021-02/agendas.html>.

Please send any reports or agenda items to me by 6:00pm EST on Monday, February 15. The meeting materials will be available on the website by 7:00pm EST. Any materials received after 6:00pm will be posted after the meeting.

- Guidelines for Section reports can be found at the following link:
<https://ewh.ieee.org/reg/3/excom/meetings/2021-02/r3rptgls.html>
- Guidelines for ExCom reports can be found at the following link:
<https://ewh.ieee.org/reg/3/excom/meetings/2021-02/r3rptgle.html>

Section Officer Reporting

All Sections should be sure to update their officer information for 2021 on vTools. Note that the starting and ending date of each officer term is now required. The vTools officer reporting tool can be found at <https://officers.vtools.ieee.org/>

25 January 2021 Region 3 ExCom Meeting

The meeting minutes of the Region 3 ExCom meeting held on 25 January 2021 are available on-line at <https://ewh.ieee.org/reg/3/excom/meetings/2021-01/excom-minutes.pdf>

Thank you for your service to IEEE.

Sincerely,

Pat Donohoe
2021 IEEE Region 3 Secretary
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