

To: Region 3 ExCom
From: Chase Battaglio, Region 3 Secretary
Subject: Secretary's Report
Date: 10 December 2017

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/2017-12/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, December 11.

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. I will be running reports at the end of the month and updating all email lists. 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.
- All section officers please review your email listserv to ensure all officers are included in your email list.

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 - 2017 IEEE Region 3 Secretary
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