

To: Region 3 ExCom  
From: Chase Battaglio, Region 3 Secretary  
Subject: Secretary's Report  
Date: 13 January 2018

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/2018-01/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, January 15.
- We will need all Executive Officers, Area Chairs, and Section Chairs to attend the meeting to ensure quorum for voting on the 2018 budget. Additionally, we will go into executive session after the main web conference in order to approve 2017 award selections.

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, make sure that you include an end date for the officer role. 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.
- I ran reports today and updated email lists based on my permission levels. I could not update email distribution lists for the following sections or councils: Eastern North Carolina, Evansville-Owensboro, Florida West Coast, Hampton Roads, Huntsville, Jamaica, Lexington, Louisville, Lower Cape Fear, Miami, Savannah, South Carolina Council, and Winston-Salem. For those sections and councils that have email aliases for your officers, please update your aliases as soon as possible. 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 - 2018 IEEE Region 3 Secretary  
[ecbattaglio@gmail.com](mailto:ecbattaglio@gmail.com)