

To: Region 3 ExCom  
From: Chase Battaglio, Region 3 Secretary  
Subject: Secretary's Report  
Date: 20 May 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/2018-05/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, May 21. Any reports received between 6pm through 8pm on Monday, May 21, will be posted after the meeting.
- The meeting minutes along with the meeting recording of the web conference held on April 16, 2018 is available on-line at <http://www.ewh.ieee.org/reg/3/excom/meetings/2018-04-ExCom/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/>.
- I plan to have the meeting minutes available on the website by Sunday, May 27.

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.

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)