

To: Region 3 ExCom
From: Pat Donohoe, Region 3 Secretary
Subject: Secretary's Report
Date: 20 January 2021

Key Meeting Information

The online location for the 25 January 2021 Region 3 ExCom Meeting agenda, reports and information is <https://ewh.ieee.org/reg/3/excom/meetings/2021-01/agendas.html>.

Please send any reports or agenda items to me by 6:00pm EST on Monday, January 25. 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/2021-01/r3rptgls.html>
- Guidelines for ExCom reports can be found at the following link:
<https://ewh.ieee.org/reg/3/excom/meetings/2021-01/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/>

16 November 2020 Region 3 ExCom Meeting

The meeting minutes of the Region 3 ExCom meeting held on 16 November 2020 are available on-line at <https://ewh.ieee.org/reg/3/excom/meetings/2020-11/excom-minutes.pdf>

December 2020 Reports

Although the December 2020 ExCom meeting was cancelled, several reports were submitted. Those reports can be found at

<https://ewh.ieee.org/reg/3/excom/meetings/2020-12/>

Thank you for your service to IEEE.

Sincerely,

Pat Donohoe
2020 IEEE Region 3 Secretary
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