

## Secretary

**Jan Verveckken**

### Goals

The job of the IEEE Region 8 Secretary Team is to support the committee and the Region 8 OpCom to accomplish its mission for the members of IEEE Region 8. Interactive, efficient and fun meetings are at the core of this effort, as is efficient communication and timely support regarding issues reported by members of the community.

### Status and Past Contributions

The team of 2017 consists of

- Dora Fourou, Assistant Secretary – Social Media and Web pages, [dfourou@gmail.com](mailto:dfourou@gmail.com)
- George Michael, Electronic Communications, [xeirwn@ieee.org](mailto:xeirwn@ieee.org)
- Christian M. Schmid, Past Secretary, [c.schmid@ieee.org](mailto:c.schmid@ieee.org)
- Jan Verveckken, Secretary, [jan.verveckken@ieee.org](mailto:jan.verveckken@ieee.org)

Exceptional circumstances relating to the reservation of hotel rooms have cost the team unforeseen amounts of time and effort. This has reduced their available time for other responsibilities, which impacted our service to the committee. Steps are being taken to prevent such circumstances to occur ever again.

A communication channel towards the Region 8 members and general public has been established through a Facebook Page. Other options are being considered, as well as a cooperation with Region 8 News.

### Outlook

The secretary team will work on

- helping to organize the upcoming Region 8 meetings in Spring and Fall 2018,
- and on creating more smooth coordination between the sub-committees and the vice chairs,
- and on creating a communication channel from Region 8 committee towards Region 8 members and general public,
- and on the clarification of the relation of Region 8 and the Vienna Office,
- the preparation of the complete handover between past and current secretary's duties.

### Points of Concern

Through the discontinuation of IEEE VTools Survey Tools, we will need to use a different tool. Google Forms seems the most easy to use, but we have concerns related to privacy. Optimal tool will be selected.

Meetings are costly. Efficient organisation is crucial in keeping costs down. Large absenteeism on the last meeting comes with a considerable financial waste.