Women in Toxicology (WIT) - Special Interest Group (SIG) of the Society of Toxicology
Executive Committee Meeting Minutes
Teleconference Call
18 September 2019
12:30 pm (EDT), 11:30 pm (CDT), 10:30 am (MDT), 9:30 am (PDT)

Attendees:
Janis Hulla (JH, President)
Courtney Sulentic (CS, Vice President)
Betina Lew (BL, Past-President)
Phoebe Stapleton (PS, Junior Councilor)
Meghan Rebuli (MR, Post-Doc Rep)
Lauren Lewis (LL, Student Rep)
Virunya Bhat (VB, Secretary/Treasurer)

Regrets:
Jessica Sapiro (JS, Senior Councilor)
Susan Emeigh Hart (SEH, President-elect)

Agenda:
1. Welcome (JH)

2. WIT SOT Awards Committee Update (SEH and CS)
   CS is co-chairing the committee to help support those who will draft the nomination and supporting letters for several candidates for SOT National Awards (e.g. Achievement, Lehman, Distinguished Tox Scholar, Founders, Toxicologist Mentoring, Undergraduate Educator).
   CS will refer to a previously submitted WIT-facilitated 2019 application for a AAAS mentoring award that may be of help.

3. 2020 SOT Mentoring Event Update (VB)
   AAUW is not able to confirm a speaker until Jan 2020 but SOT Mentoring Initiative Matching Funds applications are due Oct 18, 2019.
   Do not use the word Workshop to avoid confusion with SPC-reviewed and programmed Workshops.
   EC members thought Linda Birnbaum may be a good choice. VB will reach out to a WIT past-president who knows Linda well to have her reach out to Linda to gauge interest.
   Update: The WIT past president agreed to reach out to Linda to gauge interest and availability.

4. WIT Election Committee (BL)
   BL- will email membership requesting expressions of interest and will also form an election committee; In order to have ballot results finalized by the 2020 SOT Annual Meeting, please submit all candidate biosketches to SOT Headquarters by December 31, 2020. Early submissions are welcome! The following timeline will apply:
   - December 31, 2019 – Biosketches to SOT Headquarters
   - January 2020 – Ballots sent from SOT Headquarters to SIG Members
5. **WIT Webinars Committee (BL, MR, LL)**
   BL- it has been difficult to find an expert speaker that will not charge a speaker fee or honorarium. **ALL EC**- Any suggestions, please let the committee know.

6. **WIT bylaws update (i.e. outreach committee) (JH)**
   It is a rather lengthy process to update by-laws for a relatively minor edit (e.g. to remove outreach committee); **ALL EC** are requested to review bylaws by next meeting to suggest if additional updates are needed, refer to Ashley’s July 17th email for a template and update process.

7. **2020 WIT Awards Update (JS, via email)**
   JS has started working on WIT awards per the email that went out last week to the membership. JS communicated with PS plans for the committees they hope to have in place by early October.
   JS will send a reminder email to the membership about the senior award deadline being October 18 two weeks in advance. Depending on number of new applications received 5-7 days in advance, may send a final reminder email. The deadline will not be extended this year under any circumstances, so a proactive approach is being used instead.

8. **WIT LinkedIn Update (JS, via email)**
   JS contacted the most recent previous Councilor, who indicated she was not provided with the administrative controls. So, they may have been lost. The previous Councilor suggested two additional ideas to try and if those do not work, she agreed that WIT likely has a tough decision to make about closing the group down as cannot run it without these controls. The previous Councilor also agreed that she spent a lot of time on management of the membership for little to no benefit of the group to WIT.

The EC suggested that **JS** reach out to LinkedIn to see if they can suggest a path forward to change the account status to inactive.