Women in Toxicology (WIT) - Special Interest Group (SIG) of the Society of Toxicology
Executive Committee (EC) Teleconference Call
15 Jan 2018
1:00 pm (EST), 12:00 pm (CST), 11:00 am (MST), 10:00 am (PST)

Attendees:
Janis Hulla (JH, Vice President)
Jenny Cohen (JC, Junior Councilor)
Brittany Baisch (BB, Secretary/Treasurer)
Lauren Walker (LW, Student Rep)
Laurie Haws (LH, President)
Betina Lew (BL, President Elect)
Sharmilee Sawant (SS, Past President)

Regrets:
Nadia Moore (NM, Senior Councilor)
Alison Sanders (AS, Postdoc Rep)

Agenda:
1. Meeting minutes – October, December and January – WIT EC will provide feedback in track changes to Britt by COB on 1/22/18
2. WIT EC breakfast meeting headcount is finalized – BL and LH
   a. 14 guests but an order for 10 is sufficient for food
   b. Seating for 14 will be available.
3. WIT reception – LH and BL
   a. Food, AV and room set up
      i. BL is working on the food order
      ii. LH will bring a projector to save costs for AV equipment
      iii. LH provided BL with the forms from last year for ease of finalizing this year’s reception plans
   b. MPI follow up re: wine for reception – last year MPI paid for it directly by working with the hotel – SS and BL will connect offline on this
   c. Background music to play during mingling as a possibility next year, which gives the EC more time to put a play list together
   d. Poster – LH proposes to change section of “New Initiatives” to “Accomplishments” – WIT EC will send LW thoughts on accomplishments section by Monday 1/22. LH will send a calendar invite to everyone as a reminder. LW will compile the list and start putting together the poster.
   e. Slide deck
      i. BB will send the final slide deck from last year to this year’s WIT EC
ii. **JH** proposed to coordinate the slide deck assembly and updates – will include the 2 slides regarding the self-nomination.

f. Appreciation gifts for volunteers can hand out at front door if volunteered – **SS and JH** will follow up after the call to brainstorm ideas and costs for the gifts.

g. Badge scanners (can request 2) – **BB** can reach out to SOT HQ to request them.

h. Charles River follow up re: award support – **LH** will follow up with **NM** after the call

4. Creating resources to respond to harassment in the workplace, feedback on slides - **JH**
   a. There is SOT HQ interest but looking for SOT Council to sign off on the slides we put forth – 19 slides in total
      i. **JC** agrees content is appropriate and only recommends that the formatting is aligned.
      ii. **BB** recommends that **JH** follow up with **AS** to ensure that slides are what they both envisioned.
      iii. **LH** will confirm date this week they need to be finalized in order to make the SOT Council binder for Tuesday 1/23 Council meeting.
   b. Slides can also be posted by on the WIT website and that they can be included on an SOT “resources” page. WIT recommends that Council may want to have legal counsel weigh in.
   c. Future opportunity to propose for a webinar

5. GLC request for WIT speaker and funding support for their webinar (**LH** – see email forwarded by **LH** on 1/12/18)
   a. Krystin Carlson at U of Michigan is planning webinars and they would like a speaker from WIT.
   b. **LW** clarified that she is looking for a female speaker and looking for diverse range of speakers. She will contact the individual to confirm.
   c. **BL, LH and BB** have proposed names of WIT members who would be good considerations and will send them to **LW**

6. Election Committee update - **SS**
   a. Ballot email will be send out tomorrow and reminders will be sent out on 1/23 and 1/29. January 31st is the deadline for the ballot.

7. WIT newsletter update, including discussion about frequency, schedule, and whether or not to refine title (ie, season or #) – **BB and LH**
   a. In the past WIT had two newsletters but in the past three years recently there were three per year
   b. Proposal is to have key content for each of two newsletters and a third newsletter to have a special issue highlighting content. There can be more than one special edition per year if there are more special topics
   c. Tabled for discussion on the February call.

8. Feedback from WIT Awards Committee – **NM**
   a. Tabled to next call

9. Next WIT webinar in Feb 2018 – **BL and JC**
   a. Webinar is approved and a link for registration is provided today from JC’s email
b. Ronald Hines (government/academia, but focus on government) and Terry Leyden (industry perspective) on application process and hiring

c. Workup on impactful interview, how to transmit the information to graduate students and postdoctoral fellows.

d. The webinar is scheduled for February 20th, 2018, 2:00-3:00 PM EST.

10. Update on SIG-CG activities and discussions about SIG-CG CDI initiative and letter (SS - see email from Ashley on 1/10/18)

   a. Jan and Laurie will be the next two individuals to represent the SIG-CG
   b. Initial email from SS and BL to LH – to formally propose who will lead the initiative within SOT.
   c. Proposal for graduate student and postdoctoral representatives to lead this effort in the future received support from the WIT EC.

11. Other business (All)
   a. Please email LH if there were additional topics to discuss and we will follow up via email.

The next WIT EC call will be on Monday, February 19th, 2018 at 1pm EDT, using Laurie’s call-in information.