Women in Toxicology (WIT) - Special Interest Group (SIG)
Society of Toxicology
Executive Committee (EC) Teleconference Call
19 Jun 2017
1:00 pm (EDT), 12:00 pm (CDT), 11:00 am (MDT), 10:00 am (PDT)

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

Regrets:
Jenny Cohen (JC, Junior Councilor)
Alison Sanders (AS, Postdoc Rep)

Agenda:
1. Minutes can be finalized from May (BB)
   a. BB received and incorporated comments, LH gave final review
   b. LW can convert to PDF and post on the WIT website
2. Notes on leadership webinar (BB)
   a. Sent in email from LH on 6/19, should be a 10-minute summary to read
   b. BB and JH covering next webinar on 6/20 and can provide notes to the EC again
3. Newsletter (BB)
   a. Can be published this week – to WIT members and the Undergraduate Listserv
   b. BB received comments from Newsletter volunteers and WIT EC – comments have been incorporated
   c. President’s message received, and BB is trimming some of the text, but it will likely run over the first page
   d. Per SS’s recommendation - WIT Reception photos will also be included
   e. WIT EC agreed that circulating the final version of the newsletter is not necessary
      i. BB will finalize and send to LH and Ashley Black (AB) at SOT HQ for final review.
   f. BB will draft a newsletter announcement blurb to LH for approval, which SOT HQ will send out with the newsletter
4. Financial Statement update (BB)
   a. Updated General Ledger and the Mar and Apr statements have been posted
      i. Generally, there is approximately $5,000 more in the account compared to this time last year
      ii. Large expenses were posted recently, as expected, which include the reception that totaled more than $7,000, and the plaques which were ~$500
b. WIT also received 3 significant donations back to our account from individuals who recently received awards from SOT/WIT.
   i. After discussion on the best avenue to properly thank the individuals, it was decided that first BB will follow up with AB to learn any details and email the summary to LH. Then, LH will send thank you e-mails to the 3 individuals to express gratitude for the recent and significant contributions.

5. WIT Awards descriptions (NM)
   a. NM emailed the comments/pending questions on the WIT award descriptions on 6/14
      i. Ashley set up folders on ToXchange for the Award’s Committee to review awards
      ii. Trainees can only apply for 1 award
      iii. There was significant discussion on how award money is intended to be used, for travel for meetings versus persona
         1. Ultimately, this cannot be formally tracked
         2. The EC agreed that it should be made clear in the descriptions if awards are intended to be used to off-set travel expenses to the Annual meeting
         3. Any further comments on this, or the rest of the descriptions, are due to NM via email by COB 6/21
      iv. NM will then provide an update to the EC on 6/23

6. WIT SOT National Award Nomination Committee (BL and LH)
   a. LH recommended that the 2 subcommittees be put together within the next 3 weeks
      i. Set up call in early/mid-July to identify candidates
      ii. Begin putting applications together in August – nomination letters and trimming CVs may take time, especially in the summer given vacation and travel schedules
   b. Key lesson learned – the applications were strongest if we have nominators that know the candidates very well both personally and professionally.

7. Sexual harassment policy within SOT, follow up (LH)
   a. AS and JH brought forth that there is an interest in the membership to visit the policy within SOT and make recommendations/advancements in this area
   b. LH tasked the WIT EC to brainstorm over the next month what the issues/concerns are and what the EC would like to accomplish in this area
   c. Ethics, Legal and Social Issues SS reached out to JH and BL regarding collaboration on the issue
      i. LH recommends that the WIT EC brainstorm our path forward first and then decide on how we would like to collaborate with the other component group

The next WIT EC call is scheduled for **Monday, July 17 at 1:00 EDT** (12:00 CDT, 11:00 MDT, 10:00 PDT), using LH’s call in information.