Women in Toxicology (WIT) - Special Interest Group
Society of Toxicology
EC Meeting
10 January 2017
4:00 pm (EST), 3:00 (CST), 2:00 (MST), 1:00 (PST)

Attendees:
Brittany Baisch (Secretary/Treasurer)
Sharmilee Sawant (President)
Alison Sanders (Postdoc Rep)
Marie Fortin (Senior Councilor)
Nadia Moore (Junior Councilor)
Betina Lew (Vice President)
Tao Wang (Past President)
Lauren Walker (Student Rep)

Regrets:
Laurie Haws (President Elect)

Agenda and Discussions:

1) WIT EC Monthly Meeting time – SS
   a. Doodle poll will be sent out to set up a time that is better for the WIT EC.

2) Newsletter update – BB
   a. President’s Message – SS
   b. WIT reception announcement – date/time/location. This year will include an agenda with timing for networking, presentation, guest speakers, and awards. This will help set expectations for our invited speakers in terms of timing.
      i. SS will follow up with contact at MPI and with Charles River regarding wine contributions for the reception. If so, they will be recognized in the newsletter.
   c. Charles River will be recognized in the newsletter because they will sponsor the Mentoring Award.
   d. WIT webinar review article including link to the recording – NM and MF
   e. Profile picture contest – WIT EC does not believe that the contest was issued this year. SS will follow up with HQ to confirm.
   f. WIT Events of Interest at the 2017 SOT Annual Meeting – should be consistent with the poster.
   g. Annual Meeting Announcements for child care and lactation room location – BB to follow up with HQ on the details for the child care recommendation and the lactation room accessibility.
   h. Call for Proposals – BL suggested modifying the announcement that LH put together last year. BL will confirm dates.
   i. Undergraduate Students Encouraged to Join WIT – BB will ask HQ if they can send the newsletter out to WIT as well as to all undergraduates.
j. Volunteer lists for serving on WIT sub-committees – WIT EC subcommittee chairs to provide the name of their committee and list of volunteers to BB
k. Outreach article ideas? – email BB if you have contacts who would like to contribute an article
l. Celebrating your success – BB will follow up with Ashley in February to send reminder with link. If the link closes mid-month that should be sufficient to obtain the data.
m. Any additional articles – BB will forward membership contributions to the EC for preliminary review before they will be incorporated into the draft newsletter. This is to ensure the EC is aligned with the article content and that it is appropriate for our membership

3) Awards Update - MF
   a. request forms for awards were completed and sent to HQ

4) WIT Reception update – SS
   a. Prepare slides for the reception. WIT EC subcommittee chairs will own their slides and follow last year’s format. BB distributed last year’s reception deck for feedback. WIT EC emphasized the need for brevity and sticking to time, hopefully 30 minutes for the presentation because the membership would like sufficient time for networking. WIT EC aligned to sharing an agenda with time frames with the invited speakers so that it is understood that we need to stay on time.
   b. Speakers – Linda Birnbaum and Debra Laskin to speak regarding WIT support for their SOT award applications. SS will follow up with Meryl Karol to determine if she would also like to say a few words as well.
   c. Invitation to fund supporters: TW to invite Drs. Smith & Hook as well as Mrs. Weisberger to attend reception
   d. Reception food - SS
      i. Proposing the same as last year, please provide feedback to SS in the menu that she emailed recently. LH will work with Hilton on finalizing menu and SS will follow up with MPI regarding the potential wine contribution.
   e. Poster – AS and LW will have call this week to work on the poster and reach out to WIT EC and HQ as needed to obtain information
   f. Gift for volunteers – SS working on getting for token gifts to thank volunteers for their work throughout the year. HQ can provide the vendor name and then once ordered HQ can bring them to the Baltimore CC and SS can pick them up at the CC’s HQ office.

5) Endowment document – TW has a draft – please provide comments this week

6) 2017 webinars – BL
   a. Wrote up a request for funding to SOT regarding topics for webinars. One topic is on communication between different groups – highlighting government and trade association communication tactics and for those in industry and academia – how to communicate your science on posters, in seminars, etc. The second topic is on how to tailor CVs and resumes for academia and industry. Topics were kept broad so that we have flexibility on speaker choice. BL will notify us when she hears from HQ on the proposal.

Next WIT EC meeting in February will be determined by SS’s Doodle poll