Attendees: Prathibha Rao, Brenda Faiola, Tao Wang, Heather Dowty, Laurie Haws, Kristy Kutanzi, Phoebe Stapleton, Brittany Baisch

Regrets: Kristina Chadwick

Agenda and Discussions:

1) Spring Newsletter Update
   All articles for the spring newsletter are to be submitted to Kristy by February 1st. A draft of the newsletter will be sent out ~ Monday, February 21st. The finalized version will be ready to send to SOT headquarters by ~Friday, February 28th.
   a) President’s Message - Prathibha
   b) Announcement of WIT Reception – Brittany
   c) WIT-Endorsed Events at the SOT Annual Meeting - Brittany
   d) Message From a Mentor – Ofelia Olivero – a draft version has already been sent out to the WIT EC.
   e) Mentoring Breakfast Announcement - Kristy
   f) Sheryl Sandberg Book Review: "Lean in" - Kristina (already submitted)
   g) Call for Proposals for the 2015 SOT Annual Meeting - Tao
   h) An "Educational" blurb – Prathibha offered to be responsible for finding a suitable article
   i) A list of our WIT membership involved in various SOT committees - Phoebe
   j) Photo contest – Kristy drafted a version and sent to the EC
   k) Childcare reminder – Kristy drafted a version and sent to the EC
   l) Article on why there are so few women in science – Kristy

2) Awards Committee Update
   Heather gave the awards committee recommendations, which were unanimously accepted by the WIT EC. She suggested that next year’s award committee include additional members from the WIT membership to help split up the workload (due to the large number of nominations that had been received), as well as to allow the membership an opportunity to get involved.

3) Student Representative Update
   Brittany had previously emailed the CVs and cover letters of 4 nominees for the Student Representative position that will become available in the 2014-2015 SOT year. The WIT EC tentatively set the February teleconference as the deadline for appointing the new Student
Representative, with EC members emailing in their votes. Post-meeting note: The WIT EC appointed Jessica Sapiro as the new Student Representative.

4) WIT Reception Update
Brenda discussed the logistics and catering options for the WIT reception. At the time of the WIT EC meeting she had not been able to talk with the Sheraton staff via phone, but will continue to try and get through. Brenda will reserve the appropriate AV equipment, including a wired microphone and, if possible, a larger screen. Tao will ask the American Association of Chinese in Toxicology SIG if WIT can borrow their data projector. The WIT EC agreed that munchies and dessert items would be the preferred option for catering. Post-meeting note: Prathibha was notified by SOT that the current timeslot of 4-6 pm on Tuesday, March 25th, interfered with the SOT business meeting. The WIT reception was therefore rescheduled for Tuesday, March 25th, from 6-8 pm.

5) WIT Photo Contest
WIT received notification of having won SOT’s ToXchange Photo Contest in the category of “over 250 members”, which came with a $500 monetary award. The WIT EC voted to award the funds to the WIT Postdoctoral Representative, Phoebe Stapleton, for her services to WIT.

6) WIT Icebreaker
As part of WIT’s initiative to help members break the ice at the WIT reception, Brittany designed a new game called “WiTrio”. Members will be given a sticker with a number on it. The goal is to find the other 2 people with the same tag number. The “trio” is encouraged to talk over tea and build up their network. Brittany will supply some topics for the membership to discuss in the WIT newsletter and will put them on the tables at the reception to help get the ball rolling.

7) The next WIT EC meeting is scheduled for Friday, February 14th at 11 am EST. Post-meeting note: Meeting rescheduled for February 25th at 1:30 pm EST.