Women in Toxicology (WIT) - Special Interest Group  
Society of Toxicology  
EC Teleconference Meeting  
07 April 2015  
3:00 pm (EST), 2:00 pm (CST), 1:00 pm (MST), 12:00 pm (PST)

**Attendees:** Brenda Faiola, Courtney Horvath, Jessica Sapiro, Sharmilee Sawant, Phoebe Stapleton, Alex Lau, Tao Wang, Marie Fortin, Jaime Mirowsky, Laurie Haws, Prathibha Rao  
**Regrets:** none

**Agenda and Discussions:**

1. **Post 2015 SOT meeting reflections – All**  
The WIT reception was a great success (~200 attendees). Many people volunteered for future WIT activities/committees. Room set-up and food was based on 150 attendees; we may have to consider increasing the estimate to ~175 people.  
Some suggestions for next year’s reception:  
- Setting up two (or more) tables of food to reduce the line/wait  
- Find out if people attending the reception are members of WIT (consider registration at the entrance to the reception or a sheet to the table)

Other discussions/suggestions regarding the annual meeting in general:  
- “Meet the leaders” sessions on Mon-Wed were not well attended; does this activity have value?  
- Help is needed at the grad student/post doc mixer. Consider asking an EC members (Marie is happy to volunteer), past officers, or WIT student/post-doc members who have participated on WIT committees previously who have knowledge regarding WIT’s mission and activities  
- What else can we do in addition to WIT sponsored nominations for national awards to involve additional WIT members?

**Action Item:** Brenda to follow-up with Ashley on WIT EC feedback on “Meet the Leaders”

**Post meeting note:** Task completed 09Apr2015; SOT HQ aware of the issue regarding low attendance at meet the leaders and will discuss how to change/improve the event.

2. **EC member transitions – Brenda**  
Welcome - Marie as Junior Councilor, Jaime as post-doc rep, Laurie as VP  
Many thanks for your service: Phoebe (post doc rep), Laurie (Senior Councilor), Prathibha (Past President)  
WIT EC transitions:  
Tao - President  
Brenda - Past President Councilor  
Sharmilee- President Elect  
Alex - Sr. Councilor  
Laurie- Vice-President

**Action Item:** Brenda to follow-up with Ashley on the shipment of Prathibha’s plaque/certificate of thanks and appreciation

**Post meeting note:** Task completed 09Apr2015; SOT HQ to mail out by end of week or early the following week,

3. **Program committee update – Sharmilee**
WIT EC members: Sharmilee (Chair), Laurie (co-chair), Jessica, Jaime
Three external members from WIT reception volunteer sheets: Sakina Eltom, Pam Marone, Rebecca Comba
Two proposals have been received for pre-review. After final proposals are submitted, the Program Committee recommendations for rank and endorsement will be reviewed by the full EC before submission to SOT HQ. The EC will hold a separate meeting around May 10th to review the recommendations of the proposal committee.

Action Items: Brenda to send out a reminder email to membership regarding pre-review through WIT. Sharmilee to forward Brenda some suggested wording.
Post meeting note: Task completed 09Apr2015; blast email sent to WIT members

4. Award Nominations Committee update – Sharmilee/Brenda
Sharmilee will serve as the chair of this committee. Many suggested names were provided at the WIT reception. June/July will be targeted for the start of this committee’s activity. Ideally 10 people will serve on committee.
Action items: Sharmilee to follow up with HQ regarding the potential to update award packages for the 5 nominees endorsed by WIT for 2015 awards. IF updates are permitted, WIT will inform the previous nominees of the opportunity to make update, but the responsibility to do so will be theirs.

5. Newsletter (update on timing and content) – Courtney
It was suggested that waiting until September for the next newsletter issue is not optimal given the issue contains much information regarding the recent SOT annual meeting. Therefore, it was agreed that the next newsletter, which will recap the annual meeting, will be published in the June/July time frame.
To be included:
President’s Message- Tao
WIT Reception overview - Jessica
2015 award winners - Alex
WIT sponsored sessions -Courtney
Celebrating Your Success - Brenda
Summary of the Mentoring Breakfast - Marie
Outreach Events -Jessica
Action Items: Brenda to follow-up with HQ to see if there are requirements with publishing an article that was already on the Blog and to ascertain the photos taken at the WIT reception and other events involving WIT members.
Post meeting note: Task completed 09Apr2015; SOT HQ response: “You may certainly include that article in your newsletter. I think the more exposure that can be received, the better.”

6. Website updates/Officer Duties – All
Prior to the teleconference, Brenda provided a draft of officer duties based on alignment with the new amended bylaws.
Action item: each EC member to review the draft and provide edits by 28 April; Brenda will consolidate all edits and the revised draft will be reviewed at the next EC meeting in May

AOB - none

The next regular monthly WIT EC teleconference will be 05 May 2015 at 3:00 pm EDT.