Women in Toxicology (WIT) - Special Interest Group  
Society of Toxicology  
EC Meeting  
5 July 2016  
3:00 pm (EDT), 2:00 (CDT), 1:00 (MDT), 12:00 (PDT)

Attendees:  
Brittany Baisch (Secretary/Treasurer)  
Sharmilee Sawant (President)  
Alison Sanders (Post-doc Rep)  
Marie Fortin (Senior Councilor)  
Nadia Moore (Junior Councilor)  
Laurie Haws (President-Elect)  
Lauren Walker (Student Rep)  

Regrets:  
Betina Lew (Vice President)  
Tao Wang (Past President)  

Agenda and Discussions:  

1) Meeting minutes – please provide final comments on June minutes by the end of the week.  
2) Newsletter Update: BB  
   • The approach was that articles were collected and sent out in 2 waves to graduate student and post doc reviewers. They edited the articles and returned them within 3 business days in track changes.  
   • BB is compiling the edits and assembling the articles into the Newsletter format  
   • The volunteers will review the newsletter this week, then Britt will modify and send a revised version of the newsletter to the WIT EC  
   • The WIT EC and SOT HQ should be able to review next week, then final newsletter can be issued by the end of the month  
   • BB will also notify the authors of the articles once the newsletter is published  
   • If WIT EC would like an updated profile picture in the newsletter then please provide one by the end of the week

3) WIT awards: MF  
   • Award descriptions successfully uploaded to WIT website and SOT website by LW. They were listed specifically as WIT SIG awards.  

4) WIT SOT Nomination Committee Process: LH  
   • LH will provide an update by email later in the month, but there are several areas of discussion for the WIT EC before starting the Nominations Committee process.  
     o LH had feedback from previous years that it would be good to have 2 subcommittees for the SOT Nominations. The first subcommittee would be strictly more seasoned toxicologist who are well established in the society, including men to potentially serve in this capacity. These individuals would be well suited to bring forth excellent candidates for SOT Awards. The
second subcommittee would be those interested in helping to assemble and submit the award nomination packages.

- LH will reach out to key individuals in order to get them onboard for serving on the first subcommittee (e.g. Leigh Ann Burns Naas, Barbara Beck, etc.).

- First week of October is the award deadline
- The SOT Awards Committee will incorporate feedback from the SOT HQ meeting onsite at the Annual Meeting as they are brainstorming candidates and beginning the process.
  - Best recommendation letters were those of excellent quality with key, specific examples that are memorable. More letters are not necessarily reviewed. Letters from prestigious and well accomplished individuals are not necessarily weighted more heavily, but rather it is the content and quality of the letters.
  - Candidates are chosen based on absolute excellence; more than meeting the minimum criteria for the award. Reviewing the past recipients of awards is just as helpful as understanding the descriptions and criteria for the awards.
  - We may not have a list of individuals to nominate from the WIT reception, but we do have a list of volunteers to work from.
  - Committee must decide if they are also interested in, or if have time for assisting other women with submitting their packages, even if they were not nominated by the committee. Further discussion will ensue with the WIT SOT Awards committee

5) Webinar – work life balance topic came back as second to career development
- Having the webinar before the holidays would be beneficial, must start now because it takes 2-3 months to put it together.
- Last year WIT received funding to host webinars so the financial aspect is covered
- Nadia will lead this webinar process and AS and MF will assist with the planning.
- For this topic SOT expert(s) from the various sectors (e.g. industry, academia, consulting, etc.) would be great, as well as an outside expert on this topic of work-life balance. There are options that need to be explored.

6) WIT endorsed proposals
- Very few WIT-endorsed proposals were accepted. The top-ranked WIT proposals were not accepted. LH will send a summary email to the WIT EC for what the rankings were and what was accepted by SOT.

The next WIT EC call is scheduled for Tuesday, August 2nd from 3-4 pm EDT.