Women In Toxicology (WIT) – Special Interest Group
Society of Toxicology
03 November, 2011
2 pm (EDT), 1 pm (CDT), 12 noon (MDT) 11 am (PDT)

DRAFT Meeting Minutes

Attendees: Brinda Mahadevan, Sharmilee Sawant, Kristy Kutanzi, Kristina Chadwick, Suzanne Fitzpatrick, Tao Wang, Prathibha Rao, and Jennifer Head

Regrets: Deborah Keil

Agenda and Discussions:

1) October meeting minutes revised by Brinda Mahadevan and approved by the WIT-EC.

2) Update by Tao Wang of the Education Summit:
   Fifty members attended. The goal was to identify critical gaps in toxicology education and develop a strategy. There were several talks related to toxicologists in the 21st Century and fundings for education. 50 people were divided in 5 groups to address different issues: Group 1: Building for future of toxicology, Group 2: Identifying training needs; Group 3: Strengthening toxicology training, Group 4: Training the “Total Toxicologist”, Group 5: Continuing and Mid-career education. During lunch each group presented identifying 5 gaps the group wants to follow-up and during lunch identified the priority for each of these gaps to be addressed. Next Steps: Education Committee is going to provide the strategy planning update and focus on one or two gaps that were identified as priority by each group. It was also mentioned that the regional chapters could be involved in addressing these gaps?

3) Jennifer will work on posting selected 50th anniversary meeting WIT photos with captions in the historical photo gallery. Suggestions on if any photos or any other suggestions on photos to be uploaded should be forwarded to Jennifer or Brinda.

4) Reception hall/Ancillary meeting reservation for WIT reception & mentoring breakfast: A room has been reserved for reception at the Marriott (across the street from the convention center) on Wednesday afternoon 4.30 to 6 pm. We have received catering menu from the Hotel. Kristina suggested that since it is in afternoon, we can have coffee or tea along with cookies, tarts, or cupcakes. Kristina will also request for water. Brinda will provide Kristina a list of number of items ordered last year so that we can estimate the cost. The tentative deadline to order the food is end of this month. Brinda is also going to check if we can get a concession/reduction for ordering the refreshments at the Marriott for both the mentoring breakfast and the reception. The audio/visuals is also expensive to rent and Tao is going to check if she can get
the LCD projector since she is local and then we would only need to rent the microphone. In the next month’s agenda, we can discuss about this in further detail including whether we need to buy an LCD projector. Also, need to discuss if we need audio/visual package for the mentoring breakfast. Brinda has budgeted $1000 for audio/visual. Essentially we need two microphones and an LCD projector (would be great to get our own LCD projector).

Reception and mentoring breakfast menu discussion: Prathibha has looked up for breakfast items. A continental breakfast package for mentoring breakfast would be $31/person plus tax. It is scheduled for Monday Morning from 6.15 to 8.00 am. Brinda need to provide Prathibha the room reserved for the mentoring breakfast so that Prathibha will follow up on the menu. The timing was decided from 6.15 to 8.00 am to avoid conflict with the timing of plenary lecture and other scientific sessions. Since the mentees are paying $10.00 they will probably show up and timing won’t be an issue.

5) WIT-Executive Committee meeting at SOT, lunch or breakfast: The possibilities of meeting in a room with no food associated or meet in a restaurant at least a day before the reception was discussed. Everyone liked the idea of reserving a room in the convention center or Marriott and may be meet 3 to 4 pm on Tuesday. Kristina will email Kelly and find out if we can reserve a room just for the WIT-Executive Committee meeting in the convention center and inform Brinda accordingly.

6) Post meeting note: A room has been booked in the Conference Center for Tuesday, March 13, 3-4 pm.

7) Newsletter:
   - Write-up for blast email & newsletter for proposal submission: Prathibha volunteered to write it up. Brinda suggested summarizing the article that Leigh Ann wrote last year on submitting proposals.
   - Message from a mentor piece: We at least need one write-up from a mentor and please provide input to Brinda.
   - Endorsed Proposal details/happenings: Kristina will compile the WIT – endorsed proposals that were approved for the 2012 meeting.
   - Mentoring breakfast (New! and pilot by WIT): Brinda and Ofelia will put up an announcement and by January we should have more information. Kristina and Prathibha will be included in the breakfast planning and facilitation. Kristy would be the WIT-PDA facilitator (post-meeting update).
   - Invitation to attend the WIT- reception: Brinda will work on it.
   - Education/outreach activities planned: Suzy can provide input on K-12 education program. Tao will also follow up and look up on the activities planned and get back to Brinda.
   - A short piece on the "The Pill ToxSci publication & AAAS presentation": Brinda can write a small summary for the newsletter.

5) Topics not addressed in this meeting due to time constraints:
Newsletter items: Call for nominations for WIT-EC elections (Vice President Elect and Jr. Councilor): We will discuss this next month since Suzy had to leave early.