Women in Toxicology (WIT) - Special Interest Group
Society of Toxicology
Teleconference
9 November 2012
10:00 am (EST), 9:00 am (CST), 8:00 am (MST), 7:00 am (PST)

Attendees: Kristina Chadwick, Prathibha Rao, Sharmilee Sawant, Heather Dowty, Kristy Kutanzi, Brittany Baisch, and Brinda Mahadevan

Regrets: Brenda Faiola

Agenda and Discussions:
1) WIT budget for the 2013 SOT annual meeting
SOT sent out a budget guideline for the 2013 SOT annual meeting that needs to be filled out by November 9th. The following points were discussed:
   a) Officer’s meeting: The WIT EC agreed to an informal officers’ meeting.
   b) WIT reception: There was a clear consensus that a “high tea” reception with a menu similar to past years would be preferred over the Mediterranean or Mexican meal options listed in the budget guide. Kristy will follow-up with Raul as to whether or not WIT can negotiate with the hotel catering for an alternative, such as tea, coffee and cupcakes. The AV requirements for the reception tentatively include 1 wired microphone and 1 data projector package with an 8x8 screen. Brittany offered to check if she has a projector that she can bring to the meeting. SOT still is holding on to WIT sticky notes that we can re-use at the 2013 annual meeting. Post-meeting note - Brittany’s projector doesn’t have the resolution to project on a screen as large as expected to be used at the reception.
   c) Graduate student funding: WIT will provide $350 for Brittany, as the graduate student representative, to attend the 2013 SOT annual meeting. These funds will be matched by SOT.
   d) Awards: The WIT EC agreed to tentatively plan for 2 Graduate Student Achievement awards ($300 each; 5x7 plaque), 1 Postdoctoral Fellow Achievement award ($300, 5x7 plaque), 1 Vera W. Hudson and Elizabeth K. Weisburger Scholarship Fund award ($2000, 8x10 plaque), 2 Mentoring awards ($1000, 8x10 plaque). Prathibha will contact Charles River to see if they are willing to continue to fund awards through WIT (2012 contribution: $1500).
   e) Certificates: Certificates will be ordered through SOT to recognize the outgoing WIT EC members (Brinda, Sharmilee, and Kristy).

2) Reception date
In past meetings the WIT EC had discussed holding the WIT reception earlier in the week to enable members who leave Wednesday evening the opportunity to attend. However, due to the SOT schedule, the only available time-slot on Monday, March 11th would be from 4:00-5:00 pm. It was felt that 1 hour would be insufficient for recognizing all the awardees and covering
the agenda items. The WIT EC agreed that Tuesday, March 12th, from 4:30-6:00 pm would work better.

3) PDA events
Kristy reported on the PDA teleconference that was held on October 17th, 2012. Numerous PDA events will be held at the 2013 SOT annual meeting, including a PDA luncheon, meet-and-greet, and PDA-sponsored symposia. Kristina suggested that we include some of the PDA- and GSLC-sponsored events, such as the education/career development session entitled, “The Symbiosis of Mentoring: getting the most out of the Mentor-Mentee Relationship”, in the upcoming WIT newsletter, as they relate to the WIT mission.

4) Newsletter
Kristina asked the WIT EC to think about ideas for the next newsletter, which will be put together in January for a tentative February deadline. Brinda will take charge of finding a suitable candidate to write the “Message From a Mentor” for the newsletter. It was suggested that Lois D Lehman-McKeeman, SOT Vice President, or Leigh Ann Burns-Naas may be good choices and would increase women leadership visibility.

5) Update on mentoring breakfast
Brinda reported on the Mentoring Breakfast Planning Committee’s teleconference meeting held on November 5th, 2012. The committee has reached out to the SIGs and SSs to maximize exposure, with at least 1 representative from each SIG (updated post-meeting). The flyer advertising the Mentoring Breakfast is set to go out to the SOT membership soon. Registration will open Monday, December 17th. There will be 15 facilitators and a limit of 50 mentees at the breakfast. There will be 4 types of ribbons ordered through SOT:
   a) SOT Mentoring Program Mentee
   b) SOT Mentoring Program Facilitator
   c) SOT Mentoring Program Committee
   d) SOT Mentor
The committee is looking to purchase an electronic book for mentees from Amazon, “The Mentees Guide: Making Mentoring Work for You”.

6) WIT EC by-laws
Kristina went over the by-laws, last updated in 2008, regarding the roles of EC members in anticipation of the call for nominations for the 2013-2014 SOT year. It was suggested that the by-laws will be updated in the near future to define the roles of the postdoctoral and graduate student representatives. Kristy and Brittany, as the current representatives, will put together a list of responsibilities they have taken on. Further discussions will be tabled until early next year. Post-meeting note - instead of updating the By-Laws, a separate document defining Officer’s responsibilities will be generated and posted on the WIT website.

7) WIT EC call for nominations
Brinda, as part of her duty as Past-President, will compile nominations for VP-elect and Jr. Councilor for the upcoming SOT year. The minimum number of candidates per position is 2. A
blast email will be sent out to the membership with a call for nominations in November-December. The ballot will be sent out via SOT headquarters in January, 2013. As in years past, the Postdoctoral Fellow Representative is to be chosen by the EC.

8) Awards Committee update
Sharmilee reported that she has received 1 new application for the Mentor Award. A blast email will be sent to the membership, perhaps along with student- and postdoctoral fellow-specific emails through David and Susan, respectively, at SOT headquarters to raise awareness for the WIT awards. Kristina reminded us that the WIT EC had agreed to keep Mentor Award applications for 3 years. Therefore the 6 applications we had from last year can be reconsidered.

9) Next WIT EC meeting is tentatively scheduled for Friday, December 7th, 2012, from 10:00-11:00 am (EST).