Women in Toxicology (WIT) - Special Interest Group  
Society of Toxicology  
EC Teleconference Meeting  
02 Dec 2014  
3:00 pm (EST), 2:00 pm (CST), 1:00 pm (MST), 12:00 pm (PST)

**Attendees:** Brenda Faiola, Courtney Horvath (joined at 3:15), Jessica Sapiro, Laurie Haws, Tao Wang (joined at 3:40), Sharmilee Sawant, Phoebe Stapleton, Alex Lau, Prathibha Rao  
**Regrets:** None

**Agenda and Discussions:**

1. **2015 SOT meeting – Tao/Brenda**  
   a. **WIT Reception**  
      Final quote is set for Option #2 for food and beverage (sweet and salty package; with veggies and dip and lemonade and iced tea) and AV equipment.  
      *Action items: Laurie to confirm if she can provide a projector for the reception. Tao to return signed quote to vendor.*  
   b. **Face-2-Face WIT EC meeting**  
      Tao received confirmation that the meeting is scheduled for Tuesday, March 24, 2014 from 7:45-8:45 am (PST) at the Sheraton Hotel.  
   c. **Other preparations**  
      Brenda noted that other logistics and preparations needed included making the slide set to be shown at the reception, updating the WIT poster to be displayed at the SOT pavilion and the WIT reception, among other items. Phoebe will update the poster and Brenda will prepare the first draft of the slides. As the meeting approaches, these items will be shared with the full EC for review.  
      *Action item: Jessica to provide electronic poster file to Phoebe for updating.*

2. **By-laws Amendments update – Brenda**  
   The by-law vote passed with 97.5% in favor of adoption of the amended by-laws. A few small suggestions were provided by WIT members who provided comments.  
   *Action item: Brenda will make the suggested administrative changes and send back to HQ for approval. Following, Brenda will communicate the results to the WIT membership via email and thank our members who reviewed the by-laws and voted as well as encourage members to vote in future matters as the act of voting represents an important aspect of being an active member in a component group.*

3. **Officer/Councilor/Rep nominations for upcoming election – Prathibha**  
   As stated in the new amended by-laws, 2-3 candidates are required for each open position on the ballot. Open positions include: VP (2 candidates, pending receipt of the CV and biosketch of the second candidate), Jr. Councilor (2 candidates), and Post-Doc Rep (5 candidates). The 2 Jr. Councilor candidates were approved by the EC. No action taken on the VP position as unclear if we truly have 1 or 2 candidates. A subcommittee chaired by Prathibha will meet as soon as possible (this week preferred) to recommend 3 post-doc rep candidates for approval by the full EC. The target is to have the ballot distributed in December.
Action Items: Prathibha, Brenda, Sharmilee, Laurie and Courtney will serve on the subcommittee. Prathibha will schedule a meeting later this week to review the post-doc rep candidates and make a recommendation on the 3 to move forward to the ballot.

4. WIT Awards committee – Laurie/Alex
   a. Nominations/applicant packets
      Laurie received three applications for the mentoring award. The Awards Committee is currently reviewing the applications and will recommend a recipient(s) to the EC for approval. December 16 is the deadline for all graduate student and post-doc awards. Laurie has received 1 application thus far for the post-doc achievement award.
      Action Item: Brenda will send a blast email to WIT membership early next week with a reminder of the December 16 deadline for the student and post-doc awards.
   b. Award Orders
      An email was sent from Raul on November 21 with information on costs of plaques with an order deadline of January 31, 2015 if component group orders through SOT (Councilor’s responsibility). Raul also provided information on the cost of certificates in a separate email. It was decided that a large plaque (8x10) will be given to the mentoring award winner(s) and a small plaque (5x7) will be given to the Hudson Weisburger Award winner. Certificates will be awarded to the graduate student and post doc achievement award winners.
      Action Item: Jessica will update the WIT website indicating that the graduate student and post doc achievement award winners will receive certificates.
      Laurie/Alex will submit the order forms to Raul after approval of the winners by the EC.

5. Spring 2015 Newsletter- Courtney
   The following are assignments provided by Courtney for the spring 2015 newsletter.
   1. President’s message- Brenda
   2. Announcement re: WIT reception- Jessica
   3. Child care reminder- Courtney (same as last year)
   4. WIT events of Interest at Annual Meeting- Jessica
   5. Reminder about Mentoring Breakfast? - Courtney
   6. Call for proposals for 2016- Sharmilee
   7. Outreach event- Cara/Jessica
   8. Celebrating your success- VOLUNTEER NEEDED
   9. Update on the CWIT endowment fund award – Volunteer needed (post meeting note)

All articles are tentatively due February 13.
Action items: Brenda to ask Raul to open the survey for “celebrating your success”; feedback from the last survey to be reviewed and incorporated as appropriate.
Post meeting note: relevant feedback on survey was to include a Grants/Funding category and a separate column for “degree”

6. AOB – all
   None

The next WIT EC teleconference will be 06 Jan 2015 at 3:00 pm EST.