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

Regrets: Brenda Faiola

Agenda and Discussions:

1) WIT officer responsibilities and committees
The EC reviewed draft descriptions for WIT officer responsibilities and committees, with the intention of posting a finalized version onto the WIT website. This document can, in the future, be used as a reference for current and potential nominees for WIT EC positions to review the responsibilities of each position. Discussions regarding WIT committees will be tabled until the next meeting.

2) WIT poster at the SOT annual meeting
Brittany, as the Graduate Student Representative, will lead the WIT poster design. She requested that the WIT EC send updated professional photographs to her for inclusion in the poster. Prathibha will set-up Pavilion times for the WIT poster to be displayed and for reaching out to SOT members to join WIT. Prathibha requested the WIT EC email her preferences for manning the Pavilion.

3) Status of WIT EC nominations
Brinda, as Past President, has solicited nominations to fill the Vice-President and Junior Councilor Representative positions on the WIT EC next year. She has received 1 nomination, complete with a biosketch, for Vice-President, and 2 for the Junior Councilor position (there are 6 additional potential nominees for Councilor, pending receipt of confirmation and biosketch).

4) Mentoring award
Sharmilee reported that we have 6 new applications this year for the WIT Mentoring award, with an additional 5 applications rolling over from last year. This has created considerable workload for the awards committee to maintain from year-to-year and to review, as each submission package requires substantial documentation. Kristina asked the WIT EC to consider reducing the roll-over from 3 years to 1 year given that the award is now well established and the annual nominations have been healthy. The WIT EC agreed to implement the revised process for the 2014 awards cycle. Also, it was discussed that the WIT EC open an email account through SOT (ie. WIT@toxicology.org) to store the application packages. This will facilitate the sharing of files among the awards committee and to simplify maintenance of the roll-over of applications. Post meeting note: SOT indicated that a shared email account through SOT is not
an option. Other options will need to be considered for a centralized storage location for applications.

5) Tabled discussions
Due to time constraints, the Mentoring Breakfast updates and the request for WIT sponsorship of the Girl Scout Toxicology Education event has been tabled until the next meeting.

9) Next WIT EC meeting is tentatively scheduled for Friday, January 11\textsuperscript{th}, 2013, from 10:00-11:30 am (EST).