Women In Toxicology (WIT) – Special Interest Group
Society of Toxicology
January 12th, 2012
2 pm (EST), 1 pm (CST), 12 noon (MST) 11 am (PST)

DRAFT Meeting Minutes

Attendees: Brinda Mahadevan, Tao Wang, Kristy Kutanzi, Kristina Chadwick, Jennifer Head, Prathibha Rao

Regrets: Deborah Keil, Sharmilee Sawant, Suzanne Fitzpatrick

Agenda and Discussions:

1) December meeting minutes approved by the WIT-EC.
2) Nominations for WIT Executive council:
   a. Suzy had emailed to say more nominees came in for the advertised WIT-executive council positions (VP and Jr. Councilor)
3) Mentoring Breakfast update:
   a. The flyer will be distributed once the registration for the mentoring breakfast goes live and will be sent out in an email with a link to registration
   b. Facilitators will meet via teleconference prior to the SOT annual meeting for training (date to be determined). Also, Matt Price will explain the logistics of utilizing ToXchange to match mentees with the existing mentor database (date to be determined)
   c. The cost for having a continental breakfast will be ~$41 per person, including service and sales taxes. The number of facilitators at the event may be reduced to 10 to lower costs and to improve coordination of mentor-mentee matches. The Mentoring Breakfast sub-committee will meet via teleconference next week to finalize specifics
   d. AV equipment for the mentoring breakfast and reception will be supplied by Toufan Paraman
   e. One or two microphones will be rented from the hotel
4) WIT reception update:
   a. The estimated cost of cupcakes, tea, and coffee for the WIT reception is $2597.03. It was agreed that the number of cupcakes should be reduced from 12 dozen to 10 dozen to reduce costs
   b. Tabled WIT Reception ice breaker ideas
5) WIT pavilion:
   a. WIT timeslots at the pavilion are Monday, March 12th, from 3-4 p.m. and Wednesday, March 14th, from 3-4 p.m. We will need volunteers at the WIT booth for these times. It was suggested that the WIT-EC extend an invitation to the membership requesting volunteers to help out with WIT activities at SOT. Further discussions tabled until next meeting
6) **Awards update by Tao:**
   
a. CRL will support $1000 for the WIT mentoring award and $500 for the student achievement award. WIT will sponsor $500 each for one student and one postdoctoral fellow achievement award. WIT will also sponsor $1000 for one mentoring award and $2400 for the Hudson and Weisburger student award.

   b. We have many applications this year including 14 applications for the mentoring award, 4 for the postdoc award, 25 for the student achievement award, and 7 for the Hudson and Weisburger student award. The award committee will have a teleconference meeting early next week to evaluate the mentoring award, and then another meeting for the student and postdoc award. We should have the results to the board in early February.

7) **Newsletter:**
   
a. Brinda will draft the reception invitation, as well as articles on the Pill publication and presentation, K-12 outreach activities, and highlight changes to the WIT website.

   b. Prathiba will finalize the article regarding proposal submission request and summary, as well as the Pavilion events.

   c. Kristy and Kristina will summarize WIT sponsored events at the SOT 2012 meeting.

   d. Deadline is January 20, 2012.

8) **Next WIT teleconference is scheduled for February 2, 2012**