Women in Toxicology (WIT) - Special Interest Group  
Society of Toxicology  
EC Teleconference Meeting  
12 Jan 2016  
3:00 pm (EST), 2:00 pm (CST), 1:00 pm (MST), 12:00 pm (PST)

Attdees: Courtney Horvath, Marie Fortin, Jessica Sapiro, Tao Wang, Sharmilee Sawant, Jaime Mirowsky, Laurie Haws (joined at 3:30).

Regrets: Brenda Faiola, Alex Lau

Agenda and Discussions:

1) Awards committee review- Marie

The recommendation from the awards committee was reviewed. There number of applications per award for 2016 was as follows:

<table>
<thead>
<tr>
<th>Award</th>
<th># of Applicants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentoring</td>
<td>4</td>
</tr>
<tr>
<td>Post Doc achievement</td>
<td>11</td>
</tr>
<tr>
<td>Post doc CWit</td>
<td>7</td>
</tr>
<tr>
<td>H-W award</td>
<td>20</td>
</tr>
<tr>
<td>Student Achievement</td>
<td>39</td>
</tr>
<tr>
<td>CWIT (student)</td>
<td>22</td>
</tr>
</tbody>
</table>

EC supported the selection of awardees for the Mentoring and post doc awards (the selection process and how the winners were selected were previously communicated via emails). There was discussion around the number of awardees for student C-WIT. Given the large number of qualified candidates, the EC decided that two CWiT student awards would be given, as the top two candidates were considered to be tied. No honorable mentions will be awarded this year.

There was discussion as to whether or not the names of the winners should be kept confidential prior to the meeting. The EC decided that this would not be an issue and it would not be necessary to tell the winners that this information cannot be shared with others in advance of the WIT reception. WIT can disclose the name of the awardees before the annual meeting. For example, WIT will send the names of the postdoc awardees to the PDA, so these postdoc awardees can be acknowledged at the PDA reception. Alex/Marie will need to ask the award winners to provide their personal information so they can be issued a check.

Post meeting minute: It is best if the winners send the completed personal information form directly to HQ.

Jaime suggested that we provide ribbons to the winners to be given to the winners to display on their poster.
Tao said that approximately $6,000 is available in two Endowment funds. WIT needs to maximize the usage of the fund. Based on the meeting Tao had with SOT headquarters (Clarissa Wilson and Ashley Pomper), the fund can be used to award winners as long as the scope of the fund covers the scope of the awards. Award Committee will confirm this with the SOT headquarters, and then consider how it should be split among the awards. Another thing we need to look into (maybe in the next term) is to revise the scope of the endowment funds to cover more awards, because these endowment funds will likely keep growing. The revision is doable and allowed.

Possible improvements for next year:
- It was difficult to see which student awards the students were applying to (when they were applying to multiple awards).
- The EC should consider if students should only be allowed to apply for one award
- Is it possible to better discriminate the student awards from one another?

Action Items:
- Marie/Alex to notify award winners
- Brenda to follow up with Charles River to see if they are still willing to contribute funds for the mentoring award.
- Marie/Alex to order 6 plaques and 6 checks (deadline is Jan 15th).
- Marie to ask HQ if ribbons can also be ordered
- Marie/Alex to order 6 plaques and 6 checks (deadline is Jan 15th).
- Maries to follow-up with HQ for the breakdown of the funds and provide recommendation to EC.
- Marie/Alex to start preparation of the slide deck. Tao to send template.

2. WIT Reception- Tao
A very brief discussion on the WIT reception and action items took place.

Lessons learned from last year:
- There was some feedback that last year the slide deck (formal presentation) was too long.
- Consider the set-up of the food tables to limit the amount of time people spend waiting in line.

Action Items:
- Prepare slide deck to acknowledge the winners (see above; Marie/Alex)
- Acknowledge Jackie Smith and Jerry Hook (Tao)
- Sharmilee to follow-up with Tao on reception food options
- Will there be a formal networking activity (Jamie/Jessica to discuss and communicate to EC)

The next WIT EC teleconference will be 2 Feb 2016 at 3:00 pm EST.