Women in Toxicology (WIT) - Special Interest Group
Society of Toxicology
EC Teleconference Meeting
06 Jan 2015
3:00 pm (EST), 2:00 pm (CST), 1:00 pm (MST), 12:00 pm (PST)

Attendees: Brenda Faiola, Courtney Horvath, Jessica Sapiro, Tao Wang, Sharmilee Sawant, Phoebe Stapleton, Alex Lau

Regrets: Laurie Haws, Prathibha Rao

Agenda and Discussions:

1. 2015 SOT meeting – Tao/Brenda
   a. WIT Reception
      Venue, catering and AV have been booked and confirmed. Brenda will provide slide deck to EC for review prior to the meeting. Jessica discussed an idea for networking at the WIT reception, which includes connecting attendees across different sectors (e.g. industry, government, academia, and CRO/consulting) using colored dots as an indicator. Jessica to take the lead on preparation.
      For photography, it is unclear if SOT will assign an official photographer to the reception or a volunteer is needed. One option is to solicit a few members (via the newsletter) to volunteer to take pictures.
      Action items: Brenda to reach out to Raul to see if SOT photographer will be assigned to the WIT reception; Brenda to ask Heather for volunteer template to be distributed at WIT reception; Jessica to develop networking activity and logistics.
      Post-meeting note: Brenda contacted Raul about a photographer and learned that an SOT “official” photographer will cover the WIT reception only for a short amount of time; therefore, we will need to have members of the EC and/or volunteers help in taking photos throughout the event.

   b. Face-2-Face WIT EC meeting
      Meeting will be held at the Marriot hotel. Outside food cannot be brought into the meeting. Logistics of TC line will be sorted out closer to the meeting.

   c. WIT poster- Phoebe/Jessica
      Collection of data on women involvement in SOT has been an ongoing effort over the past few years. The data between 2013 and 2014 is very similar. However, WIT membership has been increasing. Jessica asked whether or not new data should be collected for 2015. Consensus was that all the data should be requested from SOT HQ.
      Possible additions to the poster were discussed including acknowledging WIT members who volunteered this year, highlighting the “Celebrating your success” newsletter item, and including a thermometer update of the Celebrating Women in Toxicology Award Fund. Any suggestions or comments regarding poster content and layout should be directed to Phoebe/Jessica.
      Action items: Jessica will contact Betty at HQ to request her assistance with collection of data for 2015; Jessica and Phoebe to provide draft of poster for EC review.
2. **Officer/Councilor/Rep elections – Brenda**
   Reminder: Poll closes on Jan 31.
   *Post-meeting note: Blast email to WIT members reminding them to vote in WIT elections and SOT elections was issued by HQ on 08Jan2015.*

3. **WIT awards committee - Alex**
   a. Update on nominations
      28 applications were received for the grad student award, 14 for the Hudson-Weisburger Award, and 11 for the post doc award. First round of assessments is underway by the subcommittee. The Awards Committee will meet on January 16th to finalize their recommendations.
   b. Schedule separate meeting for EC to review recommendations
      EC call will be scheduled for January 19 or 20.
   c. Award orders from HQ
      Requests are due to HQ by 31Jan2015; Alex/Laurie will submit the requests.
   d. Sponsors/funding
      Charles River has confirmed that they will continue to support WIT with funding to be used towards Awards. The exact amount is not yet known. Brenda has invited the Charles River representative(s) to attend the WIT reception.
      *Action items: Alex to send out doodle poll to schedule an EC meeting on January 19th or 20th and to send out meeting notice once time/date determined from poll.*
      *Post-meeting note: Poll sent out; meeting remains to be scheduled.*

4. **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 (if space is still available only)
   6. Call for proposals for 2016 - Sharmilee
   7. Outreach event - Cara/Jessica
   8. Celebrating your success - Sharmilee
   9. Update on the CWIT award fund – Brenda

   All articles are due February 13.
   *Action Item: Courtney to send reminder early next week; Courtney to enquire within early Feb is space is still open for the mentoring breakfast to determine if notice needed in newsletter.*
   *Post-meeting note: Celebrating your success survey was issued by HQ on 07Jan2015 and will remain open until 06Feb2015.*

5. **Undergrad membership to WIT - Jessica/Brenda**
   Ideas were sought on how to spread the word that undergrads may now join WIT at no cost. Suggestions included adding a blurb in the newsletter, asking SOT HQ if there is an undergrad list serve and sending an email to it if one exists, promoting it through the undergrad program at the national meeting with assistance from HQ and including this item in the slide show at the WIT reception.
Action Item: Brenda to ask Raul if a message can be sent to the undergrad list serve or an announcement can be added as part of the undergraduate program.
Post meeting note: Brenda contacted Raul per the action item; Raul will assist in having a blast email distributed to the undergraduates through the appropriate liaison at HQ. He did not specifically address the point about working with the undergrad program at the national meeting so Brenda will follow-up again about this aspect.

6. AOB – all
   None

The next regular monthly WIT EC teleconference will be 03 Feb 2015 at 3:00 pm EST.