Women in Toxicology (WIT) - Special Interest Group (SIG) of the Society of Toxicology
Executive Committee (EC) Teleconference Call
21 Feb 2018
1:00 pm (EST), 12:00 pm (CST), 11:00 am (MST), 10:00 am (PST)

Attendees:
Laurie Haws (LH, President)
Betina Lew (BL, President Elect)
Sharmilee Sawant (SS, Past President)
Janis Hulla (JH, Vice President)
Nadia Moore (NM, Senior Councilor)
Jenny Cohen (JC, Junior Councilor)
Brittany Baisch (BB, Secretary/Treasurer)
Lauren Walker (LW, Student Rep)

Regrets:
Alison Sanders (AS, Postdoc Rep)

Agenda:
1. Annual Meeting preparation-EC breakfast meeting (food, notice to newly elected members), WIT reception (agenda, badge scanner, food, slide deck, Charles River follow up re: award support, MPI follow up re: wine for reception, appreciation gifts for volunteers), poster (LH, BL, SS)
   a. Reception estimate right now $6,500 – able to reduce by $1,000 due to modification of the line items. The costs this year are now comparable to last year’s but we need to account for A/V. BL will work with Ashley to finalize the quote.
      i. Wine charged by the glass (donated by MPI)
      ii. JH requested if WIT has considered the potential legal liability of its alcoholic beverage serving policy. Update – LH confirmed that the MPI wine donation for the WIT reception is aligned with SOT expectations.
      iii. BL will bring iPad for WIT EC breakfast to call BB
   b. SS invited all new EC officers to breakfast and reception. 3 of 5 can make it to the meeting. SS will email the list of incoming officers with email addresses - completed
      i. Newly elected positions: Vice President, Secretary/Treasurer, Junior Councilor, Postdoctoral Representative, Graduate Student representative (appointed by WIT Election Committee)
   c. Badge scanners (no cost to WIT) – LW will pick up the two badge scanners at SOT office Wed 3/14 after 1pm and then return them Thursday morning. LW reach out to the new Graduate Student Rep to confirm that she can assist with scanning volunteers at the front door of the reception.
   d. Slide deck – each subcommittee chair will speak to their own slides at the reception. BL is now collating the slide deck and LH will review the final version.
i. BB will provide slide for newsletter committee volunteers to be acknowledged

ii. NM – headshot missing for one of the award winners, will reach out to her to provide it

iii. SS – building slide for election results. Receiving head shots of new officers.

iv. LH – Will do a general introduction, including SOT award winners sponsored by WIT to say a few words, under 5 minutes each
   1. Leigh Ann Burns Naas
   2. Dana Dolinoy
   3. Judy Zelikoff
   4. Ruth Roberts

e. NM to confirm whether or not she will pick up checks, plaques, and certificates or if Ashley Black will bring them to the WIT reception

f. LW – Ashley Black processing WIT volunteer gifts on March 1st, a $5 Starbuck’s gift card will be sent via email. The email will include a note from WIT to say thank you for volunteering. The cost is not much more than the volunteer gifts last year and this method allows those who cannot attend the Annual Meeting to receive their appreciation gift.

g. Poster for WIT – LW and AS
   i. Will provide a draft via email for the EC to review
   ii. Statistics from Betty Eidemiller came in 2/21 for the prevalence of WIT members and awardees in SOT.
   iii. Will confirm headshots have good resolution. BL may send new profile picture to LW.

h. WIT Won ToxChange photo contest – slide on that for reception. $500 from SOT to use to support AS – BB to follow up with AS to confirm that she can utilize the funding this year. BB will include this in the newsletter also. Update – AS will accept the funding for travel to SOT.

2. Creating resources to respond to harassment in the workplace – feedback from SOT Council (LH)
   a. Council had received emails asking if they are doing anything regarding a sexual harassment policy and Council reached out to WIT to find out if we are working on it.
   b. LH shared WIT’s draft slide deck with a few individuals of Council, who recommended to include a disclaimer.
   c. LH called for the WIT EC to vote on whether or not the slide deck should be brought forth as an agenda item for Council to discuss in person at the annual meeting. LH advocated for it to be discussed at the Council F2F meeting because it would better position WIT for a more favorable vote than if exchanged via email amongst Council prior to the Annual Meeting. The EC voted to have Council discuss F2F.
   d. In addition, the SOT Annual Meeting will have signs throughout the convention center to remind attendees of general code of conduct and code of ethics – there is an argument that a sexual harassment policy is already covered by SOT’s other policies. Additionally, there is an argument that SOT is moving away from the
science by getting too caught up in policy. WIT’s rationale for a sexual harassment policy is to ensure SOT is indeed focused on the science.

e. Task force for issues

3. WIT pre-SOT meeting newsletter topics (BB) – in no particular order – *update: newsletter issued to WIT and Undergraduate listservs on 3/2*
   a. President’s Message – LH
   b. Link for 2018 volunteer sign up (if cannot get badge scanned at annual meeting)
   c. WIT events of interest at Annual Meeting
   d. Thank you to WIT volunteers
   e. WIT reception announcement, including thank you to MPI and Charles River for donations
   f. Celebrating YOUR Success
   g. Encourage Undergraduates to join WIT
   h. Child care and lactation room announcement
   i. Call for 2019 Annual Meeting proposals
   j. Recap of WIT webinar 2/20- BL and JC
   k. Continuing to be Awesome – spotlight on past WIT Award winners
   l. Job openings – approved by WIT President and SOT HQ
   m. STEP program announcement
   n. WIT wins profile photo contest

4. Feedback from WIT Awards Committee (NM)
   a. Regarding how to disseminate information for the awards – personal email to program directors to reach out to them to solicit some of their best students to apply for awards
   b. Award criteria – women overcome adversities (motherhood or immigration, etc.) cannot compete with top that have not experienced those adversities and have been able to accomplish more career-wise within the same amount of time. Is there opportunity to explain this?
   c. JC and NM have discussed feedback and can propose updates for next year

5. Feedback on WIT resume webinar held on 2/20 (BL and JC)
   a. 120 registered attendees
   b. Q&A applicable to all sectors
   c. Posted resources on WIT website – interview questionnaire guide, Q&A, presentation points, example resumes, recording of webinar
   d. Survey from last webinar will be sent out to attendees via Ashley Black for feedback
   e. JC and BL already sent thank you emails to speakers

6. Council discussions – AAAS Mentoring Award (LH)
   a. Council asked if WIT would be interested in nominating one of their past WIT Mentoring Award winners for the AAAS Mentoring Award (Philip Hauge Abelson Prize).
   b. Ask of EC is to determine if a WIT Task force should be put together to investigate this – what is involved, deadline, etc.
   c. EC was supportive of looking into this further – Aug 16th is apparent deadline.
d. JC to reach out to Yvonne Dragon (Council) for more context regarding ask of WIT. Update – JC provided update via email to WIT EC on February 28th.

The next WIT EC meeting will be Monday, March 12th at the Grand Hyatt at 6:45 am CDT. BL will call BB’s cell phone from her iPad for the telecon.