Women in Toxicology (WIT) - Special Interest Group
Society of Toxicology
Teleconference
8 February 2013
10:00 am (EST), 9:00 am (CST), 8:00 am (MST), 7:00 am (PST)

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

Regrets: None.

Agenda and Discussions:
1) WIT EC attendance at the SOT annual meeting in San Antonio
Kristina, Brinda, Sharmilee, Brittany, and Kristy will be attending the SOT annual meeting in San Antonio. Heather and Prathibha are not able to attend and will dial in for the WIT EC March meeting. Brenda’s attendance has yet to be confirmed.

2) WIT reception and EC meeting in San Antonio
Prathibha is making the final arrangements for the WIT reception, which will be held Tuesday, March 12th from 4:30-6:30 pm at the Alamo Ballroom, Saloons A, B, C at the San Antonio Marriott Riverwalk. The WIT EC voted for cookies and fruit to be served at the WIT reception, with 5 gallons of coffee and tea to be served. The EC meeting will be held on Monday, March 11th from 4:00-5:30 pm at the Bonham Room at the Marriott Riverwalk. Brittany will bring a speaker for cell phones so that everyone can be heard at the WIT EC meeting without paying hotel fees for a teleconference call. The incoming WIT officers will also be invited to attend the EC meeting.

3) SOT pavilion times
Brenda, as VP, will take over for Prathibha in filling the time slots for the SOT pavilion. Brittany will take care of the WIT poster, placing it on display at the pavilion, at the WIT reception, and at the Student/Postdoc Mixer.

4) Ice breaker for the WIT reception
Brittany has prepared a new ice breaker for the WIT reception called “WiTwork”. The idea is that WIT members will trade their business cards with other members during the WIT reception as a tangible result of their networking efforts. The goal is to swap cards with members from academia, government, and industry/consulting. Members will be encouraged to bring their business cards to the reception, but blank index cards will be made available for those who need somewhere to write their contact information. Information will be included in the WIT newsletter so that students and postdoctoral fellows will know about this and have time to make cards prior to the meeting if they desire.
5) Incoming WIT officers
Brinda announced the results from the WIT elections:
   a) Jr. Councilor – Laurie Haws
   b) Vice President - Tao Wang
The incoming officers will start their term May 1st, 2014.

6) Update from SIG/CG
Kristina and Prathibha provided an update on the SIG/CG meeting that was held Friday, February 1st:
   a) The SIG/CG discussed the request for SIGs to formally participate and help authors in the publication process by making manuscripts journal ready. The general consensus was that this request would overburden SIGs and that they would receive no official recognition for their efforts (i.e. co-authorship). Our recommendations will be communicated to the leadership at Tox Sci.
   b) The SIG/CG vision statement was finalized.
   c) The request for SIGs to sponsor membership for SOT was considered, but it was thought that this would devalue the role of a sponsor, as decisions would be based on the candidate’s CV alone. The SIG/CG sent a letter to the Membership Committee indicating our concerns and recommending alternative methods for assessment.
   d) The SIG/CG luncheon will be held on Monday, March 11th at the SOT annual meeting.
   e) There was discussion for hosting a global luncheon/coffee break at the 2014 SOT annual meeting. Brinda, Kristina, Betina Lew, and Irene Abraham are the planning committee. The goal of the event is to encourage networking, with scientific topics of global interest being presented, followed by a roundtable discussion.
   f) The SIG/CG has formalized a governing document for the group. Details include the number of representatives allowed on the committee per SIG. In the event that the SIG/CG chair is not one of the two representatives of a SIG (i.e. the chair is a third member of any given SIG), than the chair shall abstain from voting unless one or both representatives of that SIG are not attending the SIG/CG meeting. Each SIG shall have one vote. For WIT, this ruling will allow the VP and Past President to be SIG/CG representatives, thereby enabling the President to focus on other duties.
   g) The SIG/CG has requested that individual SIGs send in articles for the SIG/CG newsletter on the theme of mentoring. Prathibha suggested that WIT submit an article on the Mentoring Breakfast that WIT initiated. Brinda agreed to prepare a write-up about the 2012 and 2013 Mentoring Breakfasts that WIT is involved with. The deadline for submission is Friday, February 15th.

7) SOT proposal webinar update
Brenda outlined the three major changes that SOT has made to the proposal submissions for the 2014 annual meeting (the first 2 points were included in the WIT newsletter call for proposals write-up):
   a) The Program Committee has decided that no themes will be announced until after the committee has reviewed all the submissions and made their tentative acceptance decisions.
b) Session endorsements by Specialty Sections, Regional Chapters, and Special Interest Groups have been eliminated. Instead, session sponsorships will be expanded such that each session proposal may seek up to 3 sponsorships.

c) Proposals will be evaluated using a web-based survey in which sponsors will have to answer basic questions with a more in-depth analysis to justify the rankings given to the proposals. The standard excel template will still be provided, but will be for the SS, RCs, and SIGs internal use. Members submitting proposals can still ask SS, RCs, and SIGs to pre-review their proposals to get feedback prior to formal submission (deadline April 30th), with the review of proposals officially taking place May 1st-15th. It is anticipated that this approach will be more time-consuming. Prathibha reminded the EC to stress the importance of seeking WIT sponsorship when discussing proposal submission at the WIT reception in San Antonio, especially for proposals related to women and children.

8) Mentoring Breakfast
Brinda reported that food, speakers, testimonials, and ribbons identifying mentees, mentors, facilitators, and breakfast planning committee members are all lined up. There are a few minor updates to be made to the Mentor Match database, which Brinda and Barb Kaplan will follow-up on with Kim and Matt from SOT.

9) Spring newsletter update
Seven articles have already been submitted to the newsletter committee. Kristy and Brittany suggested adding a write-up about the WITwork networking activity planned for the WIT reception. It was suggested that a reminder be included in the write-up to encourage WIT members to print off and bring their business cards to trade with other members at the WIT reception. Additionally, Brittany will compile the WIT member statistics once she has obtained the final data from Betty Eidemiller. This information could be included in the newsletter if there is time. The WIT newsletter is anticipated to be sent out by March 1st, 2013.

10) WIT officer responsibilities and committees.
Based on the decision of the SIG/CG regarding the number of SIG representatives on the committee (see above, #6), the WIT EC agreed that the Past-President and President Elect, rather than the President and President Elect, should be members of the SIG/CG.

11) Proposal committee
Brenda will be chairing the proposal committee to review and rank proposals for the 2014 SOT annual meeting. Anyone interested in being involved in the committee should contact Brenda.

12) Volunteers at the WIT reception
A sign-up sheet will be passed around at the WIT reception in San Antonio asking for volunteers from the membership. This list will then be sent as a PDF file to the EC members to call upon volunteers as needed.
13) Next WIT EC meeting is scheduled for Monday, March 11th, 2013, from 4:00-5:30 pm (CDT) at the Bonham Room, San Antonio Marriott Riverwalk. Call-in details will be provided for those not attending the meeting in person.