Women in Toxicology (WIT) - Special Interest Group
Society of Toxicology
EC Meeting – F2F Annual Meeting, New Orleans
14 Mar 2016
7:45 am (EST), 6:45 am (CST)

Attendees:
Courtney Horvath (call in; outgoing Secretary/Treasurer),
Brittany Baisch (incoming Secretary/Treasurer),
Marie Fortin (incoming Senior Councilor),
Jessica Sapiro (outgoing Student Rep),
Tao Wang (incoming Past President,
Sharmilee Sawant (incoming President),
Jaime Mirowsky (outgoing Post-doc Rep),
Laurie Haws (incoming President-Elect),
Brenda Faiola (outgoing Past President),
Alex Lau (outgoing Senior Councilor),
Lauren Walker (incoming Student Rep),
Alison Sanders (incoming Post-doc Rep),
Nadia Moore (incoming Junior Councilor)

Regrets:
Betina Lew (incoming Vice President)

Agenda and Discussions:
1. Introductions of all incoming and outgoing officers
   a. Incoming officers are encouraged to read the WIT bylaws, visit the WIT website and meet 1:1 with their outgoing counterpart in order to understand the roles and responsibilities for their respective positions.
2. Student/Post doc mixer recap –Jessica and Jaime
   a. Approximately 50-60 attendees visited the WIT poster; these attendees were both SOT members and non-members, and a lot were undergraduates.
   b. The majority of the questions asked were how to get involved in WIT, mentoring opportunities within WIT, and to learn more about what WIT actually does.
   c. Jessica, Jaime, Marie, Alison, and Lauren represented WIT at the poster. It has been recommended by past representatives to have at least 3 WIT representatives at the WIT poster during the student/post doc mixer.
3. Annual meeting/WIT reception logistics and ongoing actions
4. Brenda will hang up the WIT poster in the designated area near the SOT pavilion, but no one will stand by it. Previous years resulted in little traffic by the poster.

5. MPI donated 50 bottles of wine for the reception.

6. WIT Reception Action Items:
   a. Sharmilee will pick up and return the projector.
   b. Alex will pick up the award checks at the onsite SOT HQ office and invite Charles River representative on-stage during the award presentation. They sponsor/contribute towards WIT awards each year for the past several years.
   c. WIT won the ToXchange photo contest ($500), so there will be a raffle at the end of the reception, where 5 people will be selected to win $100 each. Jaime has the names and Sharmilee has the box and forms for winners to receive checks via mail.
   d. Jaime has a camera to take pictures during the WIT reception for the awards.
   e. Tao has NOLA- themed gifts for Shawn Lamb, Jerry Hook & Jacque Smith for their generous donations toward the Celebrating Women in Toxicology Endowment Fund. Tao will confirm that Jacque and Jerry are comfortable with naming the new WIT awards after their names since their contribution was so significant. (Completed. Both Jacque and Jerry are fine with the proposal.)
   f. WIT EC try to arrive at reception by 4:30 pm for set up.

7. There will be 2 new SOT awards – Alex, Marie and Brenda
   a. Senior Leadership Award is an honor given to an individual for their long-term dedication to promote career development opportunities and recognition of the accomplishments of women toxicologists, and for their service and longstanding support to the SOT and WIT Special Interest Group.
   b. Young Investigator Award (associate members will be included in the criteria) for candidates with up to 15 years of experience within their field, not counting the time off that they can document for having children and/or other family reasons. Associate member will be added to the criteria for the Young Investigator Award.
   c. Award criteria will be finalized in May-June. A rubric will need to be made for scoring the 2 new awards. Other additional suggested edits were mentioned in the discussion. The updated awards criteria will be provided to the full EC for review in the near future.

8. A blast email will be sent to solicit WIT sponsored proposals.
   a. April 1st is when the Proposal Review Committee for WIT (chaired by Laurie) will begin reviewing proposals seeking WIT sponsorship.

9. LinkedIn WIT group – Marie
a. Currently the LinkedIn group for WIT is only for WIT members, but Marie will follow up with Tonia Masson from SOT HQ to determine if it can be expanded to SOT members. This would be helpful for obtaining new WIT members.

10. WIT webinar will be April 20th – Marie
   a. A blast email for registration will be sent out in the next week or so. A ToXchange posting will also be compiled about the webinar.
   b. The topics and speakers for the webinar will include climbing the career ladder, mentoring, effective networking, and how to speak up without appearing aggressive.
   c. There will be a rehearsal 1 week before the webinar.
   d. The webinar will be recorded so that members can access it at a later time.

11. WIT EC is exploring options for communicating and editing documents. The email chains are cumbersome and many of the comments end up being the same between reviewers - therefore it is not always a good use of everyone’s time. There is a need to review the documents in such a way that the document is “checked out” and not available for review until that person has finished. This way all revisions will be maintained in the same document.
   a. SOT likes ToXchange but the capabilities for document management may not be available.
   b. DropBox is an option but many companies have security measures and do not allow it on computers.
   c. Alison is familiar with Box that is operated through the Cloud and we can access documents through the Box app on mobile devices. It can utilize Word, Excel and PowerPoint. It can be coupled with Slack which is a texting app where we can communicate regarding the documents or other WIT related topics without using email.

12. Upcoming WIT Committees 2016-2017 – Tao describes busy times of the year for the committees to better inform volunteers who may sign up.
   a. Program Committee (April-May)
   b. WIT Awards Committee (November-February)
   c. SOT awards Committee (July-October)
   d. Newsletters (published in July, November, March) but will begin soliciting articles 2-3 months prior to when they are published.

13. AOB
   • SOT Council would like WIT to take the lead on inviting Elizabeth K. Weisburger to the WIT reception in Baltimore next year. – **Who will extend the invite? When?**
The next WIT EC teleconference will be Tues 12 April 2016 at 3:00 pm EST, Brenda’s calendar invite.

For future meetings (May 2016-April 2017), Sharmilee will begin a new meeting invite, email the list of officers and updated emails out to the new EC and confirm the day/time for each monthly call.