DRAFT Meeting Minutes

Attendees: Brinda Mahadevan, Kristy Kutanzi, Jennifer Head, Prathibha Rao and Brittany Baisch

Regrets: Deborah Keil, Tao Wang, Kristina Chadwick, Sharmilee Sawant, Suzanne Fitzpatrick

Agenda and Discussions:

1) Approval of Jan and Feb 2012 meeting minutes
   Decided to table this until the next telecon, April 5
2) Awards Committee update (Tao provided after the meeting)
   We have two winners for the mentor award, two winners for the student achievement award, 1 for postdoc achievement award, and 1 for the student endowment award.
   · All winners have been informed.
   · All plaques and checks have been ordered through SOT HQ.
   · Tao will take care of uploading the 2010 and 2011 applications for the mentoring award to the WIT file library on ToXchange.
   · The presentation slides for the award section are being prepared and finalized.
   · So far 3 out of 4 students have been identified with 1 pending. These students will give a 2-min talk about their mentors.
3) Ballot update of incoming officers
   Brinda will contact Kelly and get the finalists as ballot closed Feb 29.
4) Mentoring breakfast update
   Brinda provided a brief update on the WIT-mentoring breakfast planning committee and their activities. Also, 44 mentees have registered for the breakfast which is great news!
5) WIT Reception
   * Slide deck and computer – Almost ready, Kristina and Brinda will bring computers
   * Ribbons – Brinda has ordered and contributed ribbons for the Facilitators of the WIT and also Officers of SIG-CG and other Committee Members. Kristina will distribute these while at SOT.
6) Photos – Brinda has communicated with one of the members of WIT to take pictures of award winners and the WIT-EC (at the end of reception) at the reception.
7) Minutes – Deborah has been requested to prepare meeting minutes of the
reception as a write-up which can perhaps feature as a write-up in the next newsletter.

8)  * Sign up sheets – Each table at the reception needs to have sign up sheets for potential volunteers and attendees. Brinda to send excel spreadsheet to Deborah for printing so that each table has one at the WIT-reception.

9)  * Post-it pads – WIT post- it pads can be passed along at both the pavilion and the WIT reception. Kristina confirmed that SOT HQ will bring the remaining (full box) of pads to San Francisco.

10) Ice breaker activity and Poster – Jennifer and Brittany discussed the Bingo sheet and also the poster which is very nicely done. Any comments/edits to the same were requested.

11) Sign up for WIT Pavilion times – Brinda requested all of the WIT-EC members to show up during either one of the days at the WIT Pavilion and engage visitors to the Pavilion. Brittany was willing to be at the Pavilion on Monday, while Kristy on Wednesday in addition to Kristina and Prathibha.

12) Representation at the SIG-CG meeting (Wed, 7:30-8:30 AM Room 300 Convention Center)

13) Representation at the SIG-CG Presidents and Officers Meeting (Mon, 12-1PM Room 300 Convention Center) – Kristina has agreed to represent

14) Representation in WIT - SIG endorsed scientific sessions. Brinda requested and encouraged WIT-SIG members to be present at the endorsed sessions and/or contact chairs/co-chairs of the session to do a short write up for the next newsletter.

15) Call for proposals Nominations for WIT Executive council: Brinda requested Prathibha to initiate topics/discussion, chairs/co-chairs on potential proposals at the WIT-EC meeting on Tuesday at SOT.

16) Tao and Prathibha have been selected to represent WIT for the Focus Group discussions on use of the Endowment Funds, on Sunday and Monday during the SOT meeting. On both their behalf, Prathibha requested the WIT-EC to contribute ideas on how to use the general endowment funds.