Women in Toxicology (WIT) - Special Interest Group  
Society of Toxicology  
EC Meeting  
3 May 2016  
3:00 pm (EDT), 2:00 (CDT), 1:00 (MDT), 12:00 (PDT)

Attendees:  
Brittany Baisch (Secretary/Treasurer)  
Sharmilee Sawant (President)  
Laurie Haws (President-Elect)  
Lauren Walker (Student Rep)  
Alison Sanders (Post-doc Rep)  
Nadia Moore (Junior Councilor)  
Betina Lew (Vice President)  
Tao Wang (Past President)  

Regrets:  
Marie Fortin (Senior Councilor)  

Agenda and Discussions:  
1. April WIT Meeting Minutes  
   a. Send comments by COB 5/5 and Britt will send out again to the former and current EC for final review, since both groups were on the April call.  
2. Program Committee Update – Laurie  
   a. Received 7 proposals to pre-review  
   b. Similar process to last year – 2 teams were formed and the proposals were split between them  
   c. Received 3 additional proposals that were late for pre-review, but Laurie told those who submitted them that they can still indicate WIT as an endorser and they would be reviewed during the WIT Program Committee’s formal review phase along with the other proposals that were pre-reviewed. Sharmilee stated it is typical to have a couple that do not get pre-reviewed but are submitted for actual final review.  
   d. Laurie commented that the WIT submissions were typical with other component groups – a range of detail and completeness. In all cases the WIT Program Committee tried to provide constructive feedback and hopes to see that the proposals are refined and take WIT suggestions into account for the final review.  
   e. For the full EC review
i. Betina recommended having an Excel sheet and doing as much pre-review as possible via email to avoid an additional conference call with the EC. The calls can be difficult to schedule and may be unnecessary if it can be resolved over email. Sharmilee and the EC agreed, with the caveat that if there is back and forth or if further discussion on a proposal seems warranted, that we do indeed schedule a call to avoid confusion.

ii. The approach for the final EC review would be to receive the Program Committee’s rankings and comments regarding the ranking. The EC review will determine if there is alignment and if all would be ranked in some form for the SOT committee to make their decision. It is possible that the EC may decide to not rank or endorse a proposal at all. If this is the case it would be raised during the full EC email review and depends on what the EC thinks of these proposals overall. The approach of ranking everything and giving comments, or actually excluding a proposal from endorsement are both valid and have been done in the past.

3. WIT Webinar Update – Marie and Tao
   a. Sharmilee and Britt attended, it was very informative with over 200 attendees. Feedback was very positive. There were so many questions asked that the Q&A in feed was difficult to follow and track but the team who did the webinar did a great job of summarizing all of the Q&A, and making this and the recording available after the webinar.
   b. Tao advised that for future webinars we do not provide the option to have a question asked during the registration process, because SOT HQ is having difficulty retrieving these questions.
   c. Betina recommended that the webinar write-up and link to the recording be provided in a submission to SOT Communique.
   d. Betina recommended that after the call there be an email to the EC to circulate webinar ideas for future topics.
   e. Sharmilee – will follow up with Marie on the topics for the 2nd webinar and the discussion she had with RSESS for the 3rd webinar (that would be joint with RSESS).

4. Box updates
   a. There is some difficulty on the team to access Box and to download the Box software to allow editing of documents. Allie offered her assistance and the EC members with difficulties will reach out to their respective IT support teams also.
   b. Allie – will ensure that only the current EC has access so that former members do not receive notifications.
c. **Allie** – will upload run rules/best practices document for how the EC should edit, name and post documents to the WIT EC folder on Box. This will ensure that the EC is working off of 1 single document with track changes from EC members layered in the same document.

5. Discussion on 2 new awards
   a. There was an email from Ashley Pomper the SOT SIG liaison regarding SIG component group deadlines.
   b. EC should review and provide comments on award by May 13th.
   c. **Sharmilee** – will follow up with Ashley and Marie regarding the deadline to get the descriptions and criteria for review finalized.

6. Newsletter updates
   a. The April minutes have a list of topics and potential newsletter authors. Britt asked that if you were asked or agreed to write an article, that you confirm you are able to do so and provide your article to her by 6/1. This will allow 1 month to edit articles, format the newsletter, submit for WIT EC review and SOT review before sending out to the membership in early July.

7. Minutes
   a. For future rounds of minutes, **Britt** agreed to provide them within a week so that the EC can provide comments.
   b. The EC agreed that 5 business days to review the minutes, as well as other documents relevant to WIT would be appropriate. The 5 business day review period will be carried over to all documents that the EC reviews and if it seems like not a lot of people are providing comments then the document owner will be responsible for sending out a reminder email to the EC one day before the comments are due.

8. Betina’s new email address is: Blew@sac.shisseido.com. Allie sent Box invite to that email as well.

**The next WIT EC call is scheduled for Tuesday, June 7th from 3-4 pm EDT.**