Women in Toxicology (WIT) - Special Interest Group (SIG) of the Society of Toxicology
Executive Committee (EC) Teleconference Call
28 Aug 2017
1:00 pm (EDT), 12:00 pm (CDT), 11:00 am (MDT), 10:00 am (PDT)

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

Regrets:
Alison Sanders (AS, Postdoc Rep)

Agenda:
1. WIT sexual harassment initiative brainstorming (All)
   a. BB
   b. JH - proposed that WIT educate WIT and SOT membership on how to identify harassment, present the legal aspects, and provide references/guidance for next steps and resources for the targets victim. Presenting a poster at the SOT Annual Meeting is an option.
   c. BL – stated that member(s) of Ethics, Legal and Social Issues SS is/are passionate about this issue as well and contacted us a few months ago regarding a joint effort on this topic. BL recommend talking about harassment in general, regarding international employees/postdocs/graduate students and not just focus on sexual harassment alone.
   d. LH and LW – proposed that the educational piece can be given via a WIT webinar.
   e. BB and SS – recommended having informal discussion with SOT HQ on what we are thinking of doing to ensure HQ is aware and to present opportunity for HQ support us, so that we can obtain approval for the poster and webinar when we come forward with those materials.
   f. After much discussion, WIT EC aligned on the following next steps:
      i. LH will have an informal discussion with SOT HQ regarding our interest in educating membership about harassment
      ii. JH will send 2 posters that are examples of educational materials on this topic
      iii. BB will send out WIT newsletter article regarding sexual harassment that AS wrote which sparked the discussion regarding this topic.
      iv. Further discussion on 9/18 WIT EC call
2. Undergraduate consortium email from Betty Eidemiller (LH)
   a. BB provide info to LH regarding engagement with undergraduate institution
   b. Undergraduates are eligible for one of the CWiT Awards
c. Activities to promote undergraduate participation include: CWiT award, eligibility to participate in WIT webinars, receive newsletters and can join WIT without being SOT members. However, there is no formal programs to recruit Undergraduates to WIT

3. SOT Annual meeting ancillary meeting request forms (LH)
   a. WIT EC agreed that the Annual WIT EC meeting request should be made for the SOT HQ hotel on the Monday morning 6:45-7:45am Central and the WIT reception be held Wednesday 4:45-7pm Central at the HQ hotel.
   b. SS recommended to have the next 2 closest hotels listed as backups for the reception. In the past, a request with estimated headcount was also included to ensure a large hall was reserved for the WIT reception.

4. Feedback on WIT Webinar held on 8/3 (BL)
   a. Well attended. Feedback was generally positive, especially for Dr. Paige Lawrence.
   b. There was further discussion on presentation style and how to ensure that speakers are good presenters for our webinars.
   c. LH recommends writing a general SOP/guidance document for our speaker expectations for the webinars and posting this on our WIT website under “Resources.” JC has had multiple trainings on this and can draft something.

5. SOT Awards Committee update (BL/JH)
   a. Will resolve by email to the EC and will be discussed at the next EC call on 9/18.

6. WIT Awards status update (NM)
   a. Nothing pressing now, can be tabled to future EC calls.

7. Pulling together WIT award winner nomination packages in a central location (LH)
   a. Table to 9/18 call

8. Meeting Times (BL)
   a. Recommendation to reserve 90 minutes for the EC monthly calls, to ensure we can cover all the topics. The WIT EC agreed to the extended time if we keep the calls productive. The calls will end early if there is nothing further to discuss.

The next WIT EC call is scheduled for Monday, September 18th at 1:00 EDT (12:00 CDT, 11:00 MDT, 10:00 PDT), using LH’s call-in information.