1. Financial Status of WIT
   a. The SOT fiscal year is from July 1 to June 30. As of July 1, 2002, the balance for WIT was $1530. However, the membership year is from January 1-December 31. Presently WIT has 92 members and has collected $2030 in dues. Michelle has requested an updated balance from Rita Rose.
   b. WIT received all 3 contributions of $2500 from SOT headquarters and will not receive any additional money. It is expected that WIT will become financially independent through dues collection and additional contributions from private companies. Specialty Section dues will be reduced from $25 to $15 to encourage SS membership. The annual meeting registration fee will be increased by $10 for regular members, $20 for non-members, and $5 for students. The revenue from the meeting registration fee will be divided up based on how many of the section’s members attend the annual meeting. If you belong to more than one specialty section the money will be divided equally among those specialty sections. This situation does not help WIT since most of our members belong to other specialty sections.
   i. **Action item**: Kristina will send out an email message to past and present WIT members to remind them to pay their dues.
   c. Per Rita Rose, contributions may be solicited from private companies as long as the companies are not SOT sponsors. Karen suggested putting together a proposal/letter to request donations from private companies and to give them information about how the donations will be used. The goal is to have a company sponsor the SOT 2003 WIT reception and to establish a company-sponsored travel award to help women attend the national meeting.
      i. **Action item**: Karen and/or Ginger will contact companies about sponsoring the reception.
      ii. **Action item**: Michelle will look at the travel awards sponsored by other Specialty Sections and will recommend criteria for application and award of a WIT travel award.

2. SOT 2003 Activities
   a. Placement committee/WIT seminar- The proposal for “Mergers, Contractions, and Layoffs: Insulation and Repair of your
“Professional Career” was tentatively accepted by the Program Committee. They requested that it be a “sunrise” session on Tuesday or Wednesday morning and that the title be changed so that the session does not appear to just relate to industry. WIT committed $300 towards the cost of the program. The Program Committee will make a final decision in September.

b. WIT reception- It was suggested that we ask Marion Enrich and Linda Birnbaum to address the members on “How SOT can help WIT achieve its goals”. Anne Sassaman (NIEHS) would also be invited to give an update on the efforts of AXXS.
   i. **Action item**: Gina will contact them about the reception.

c. Childcare at the Annual Meeting-SOT will sign a contract next week with KiddieCorp to provide childcare in Salt Lake City. SOT council has budgeted $4632 for childcare costs. Julie will contact parents that expressed interest in the past and parents that used the childcare services in Nashville. The childcare registration will be linked to the SOT meeting registration.
   i. **Action item**: Kristina will send out an email message to the WIT membership to let them know that childcare is available.

3. Elections- Elections will be held this year (2003-2004) for 1 councilor and the Vice-President. Ballots need to be submitted to SOT HQ by early December.
   a. **Action item**: One newly elected (2002-2003) councilor will serve a 2-year term and the other councilors will serve a one-year term. Stephanie Padilla has agreed to serve the 2-year term.
   b. **Action item**: As past president, Gina will be responsible for putting the ballot together.

4. Website development/Newsletters
   a. The WIT web page is extremely out of date. According to the SS SOP, updated information can be sent to SOT HQ.
      i. **Action item**: Michelle and Gina will send updated information to Kristina who will contact Debbie O’Keefe (SOT HQ ext 313) to have it posted to the web page. Debbie will look at the information and let us know if there is a charge. Updated information will include the following: list of officers and contact information, WIT by-laws, SOT 2003 activities, newsletters, annual report, and links to other sites.

5. SOT 2004
   a. WIT would like to sponsor a scientific symposium on Hormone Replacement Therapy. The annual meeting will be held in Baltimore and it’s a good opportunity to invite the investigators from Johns Hopkins.
      i. **Action item**: Ginger will initiate a proposal, including a list of potential speakers and brief abstracts, for review at the 2003
WIT executive council meeting. The deadline for submission to the Program Committee is April 15-April 30, 2003.

The next conference call will be held in December.