Women in Toxicology (WIT) - Special Interest Group (SIG) of the Society of Toxicology

Executive Committee Meeting
Teleconference Call
15 April 2019
12:30 pm (EDT), 11:30 pm (CDT), 10:30 am (MDT), 9:30 am (PDT)

Attendees:
Betina Lew (BL, President)*
Janis Hulla (JH, President-elect)
Susan Emeigh Hart (SEH, Vice President)
Jenny Cohen (JC, Senior Councilor)
Samantha Snow (SS, Postdoc Rep)
Megan Rebuli (MR, incoming Post-Doc Rep)
Lauren Lewis (LL, Student Rep)
Virunya Bhat (VB, Secretary/Treasurer)
Courtney Sulentic (CS, Incoming Vice President-elect)*

Regrets:
Phoebe Stapleton (PS, Incoming Councilor)
Jessica Sapiro (JS, Junior Councilor)
Laurie Haws (LH, Past-President)

*not present for entire call

Agenda:

1. Welcome (BL)
   BL thanked all for calling in, welcomed the incoming EC members, and indicated that she needed to drop off the call at ~1pm. Thereafter, JH presided over the call.
   VB to send Doodle for recurring call, since at least one EC member will have conflict if the recurring call is at 12:30EST every third Monday of the month.

2. WIT Awards (JS) - cont. from March 2019 meeting-
   This topic will be added to the May agenda since JS was not available.
   - JS will check with SOT HQ to see whether restricted access to ToxChange for awards committee volunteers is available as ToxChange is the preferred approach. Otherwise, Google email/sharepoint, as utilized in the recent past, is one alternative. There may be others.
   - There was consensus from EC members present on the call not to require attendance at the Annual Meeting for CWIT awardees. It is merit-based and not a travel award.
   - For WIT travel awards, the WIT website may need to be clarified whether AM attendance and/or the WIT reception is required. There was consensus from EC members present on the call that Annual Meeting attendance is required for travel award recipients. Whereas it was recognized that WIT reception attendance, while highly desirable, may not always be possible due to conflicting schedules.
   - JS will advise whether awards criteria/description on the WIT website should be clarified.

3. WIT Endorsement of Annual Meeting Sessions (All) - cont. from March 2019 meeting-
   SEH will send a blast email to WIT membership soliciting proposals for WIT endorsement for the 2020 Annual Meeting ASAP and indicate that April 30 is the deadline in order to obtain pre-review comments in time for the May 15 submission deadline.
   The email will include a p.s. at the end: 
4. **Inventory of WIT activities (JS)**
   This topic will be moved to the May agenda as JS was not available for the call.
   One purpose of this spreadsheet is to determine whether WIT should retain all historical activities since the activities have been increasing in number, time commitment and cost (affect WIT’s budget) each year.

   **All** Please review the attached spreadsheet for accuracy and completeness and send corrections to JS prior to the May call.

5. **Annual Meeting Reception Day/Time (All)**
   EC members present on the call agreed that the WIT reception day/time should remain fixed at Weds 4:45p rather than alternate, like some other component group receptions. Over 200 attended the 2019 WIT reception despite the location being farther from the Convention Center. Attendance has generally been high and possibly increasing thus it was proposed to keep the fixed slot to not lose momentum.

6. **WIT EC Member Roles and Responsibilities (JH)**
   BL President-elect has many functions. JH suggests to distribute some of these functions to other EC members or committees.

   **All** review the officer roles and responsibilities and bring suggested changes to the attention of WIT EC.

7. **Potential new Endowment Fund**
   Special guests joined the call at 1:20p to discuss a potential new WIT endowment fund.

8. **Any other business?**
   **All** Reminder to submit Summer 2019 WIT Newsletter suggested topics or articles or offers to assist as an editor to VB ASAP.

   WIT EC thanked the outgoing officers (JC, SS, and LH) for their efforts and dedication.