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

Executive Committee Meeting Minutes
Teleconference Call
18 Feb 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)
Laurie Haws (LH, Past-President)
Jenny Cohen (JC, Senior Councilor)
Jessica Sapiro (JS, Junior Councilor)
Samantha Snow (SS, Postdoc Rep)
Lauren Lewis (LL, Student Rep)
Virunya Bhat (VB, Secretary/Treasurer)

Regrets:
none

Agenda:
1. Welcome (BL)
   Congratulations to current WIT executive committee members recently elected to SOT committees: Betina Lew (Membership Committee), Virunya Bhat (SOT Councilor) and Jenny Cohen (Nominating Committee). As Laurie Haws will continue serving as SOT Secretary for another year, WIT EC is well-represented on elected SOT committees. Other WIT members were also elected to SOT Council (Myrtle Davis at VP-Elect, Suzanne Fitzpatrick as Treasurer-Elect, and Cynthia Rider as Councilor); Courtney Sulentic is a current SOT Councilor who was elected as WIT VP-Elect (2019-2020).

   Thanks to all WIT EC members for your continued dedication.

2. WIT Election Update (LH)
   The incoming WIT officers are Courtney Sulentic (VP-Elect), Megan Rebuli (Post-doctoral representative) and Phoebe Stapleton (Councilor). The incoming officers were invited to the WIT EC meeting in Baltimore.

3. WIT Reception Slides (BH, JH, JC)
   BL – using the 2018 SOT deck as a template, BL will update to the 2019 SOT logo and will add WIT EC member initials to identify/assign each slide to minimize confusion regarding who is updating which slides.
   All- Use only the provided template to minimize reformatting needs and formatting glitches and send updated head shot photos, if desired, and ensure the photos have adequate resolution.
4. **Gift cards for volunteers (VB)**
The EC decided to continue the tradition of sending WIT volunteers a $5 Starbucks e-card. For 2018-2019, there were 59 volunteers totaling $295. It is not clear who on WIT EC was tasked with sending the gift cards last year.
VB will check with Brittany Baisch to see if she was previously tasked with sending the cards, since Brittany recently expressed interest in continued WIT involvement/volunteering.

5. **2019 SOT Mentoring Activity Update (LL, SS, VB)**
The event is sold-out and currently has five people on the wait list.
BL- Due to the high cost of catering perhaps future WIT mentoring events could consider scaling down the menu.
VB will purchase a wireless microphone for $66 from Amazon for use at the mentoring event and reception and for future WIT use, since rental of the mic is $100 per event.

6. **Spring 2019 Newsletter Update (VB)**
VB- the draft newsletter was sent to WIT EC for review yesterday.
ALL- Send VB comments/edits to the draft spring 2019 newsletter ASAP and no later than Feb 25 so that Ashley can review and approve the final prior to send out to membership no later than Feb 28.
VB will add a page to solicit donations to the WIT Endowment Funds
JC- will send VB the names of the donors to thank in the newsletter if available from SOT HQ in time.

7. **WIT SOT Poster (SS, LL)**
LL and SS will send the draft poster to all for review soon.
All- send updated head shot photos, if desired, and ensure the photos have adequate resolution

8. **Annual Meeting Reception Planning Update (BL, VB, SEH)**
VB is awaiting a response from the venue regarding cost and hopes to place the catering order soon; the requested menu is consistent with previous receptions in terms of items, quantity and cost. It will be a cash bar due to lack of a sponsor as in previous years.
JH- SOT policy prohibits soliciting donations from current SOT Annual Meeting supporters
During a previous WIT EC call, it was decided not to have invited speaker to allow more time for networking.

9. **Any other business?**
Other items for the March F2F WIT EC meeting agenda:
- The increase in expenses this year due to extra WIT awards;
- The increase in WIT activities through the years has affected capacity of WIT EC. WIT should take inventory of all active events/activities to determine whether they are all still of value and whether some could be sunset. Can some of the large pool of WIT volunteers be better utilized to help with capacity?
- Update WIT website clarifying roles and responsibilities of WIT EC members, if needed