Women in Toxicology (WIT) - Special Interest Group (SIG) of the Society of Toxicology
Executive Committee Meeting
Teleconference Call Minutes
19 Nov 2018
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)
Jessica Sapiro (JS, Junior Councilor)
Samantha Snow (SS, Postdoc Rep)
Lauren Lewis (LL, Student Rep)
Virunya Bhat (VB, Secretary/Treasurer)

Regrets:
Laurie Haws (LH, Past-President)

Agenda:
1. Welcome (BL)

2. 2019 WIT Ballot update (LH, JS)

   The Committee call last week was postponed until the end of Nov. WIT EC requests that LH provide an email update to WIT EC as soon as possible after this call as the final candidates are due to SOT HQ by Dec 31.

3. WIT Awards Committee Update (JC)

   Application are currently under review for the three senior-level awards that were due Nov 16 (Smith and Hook Distinguished Service Award, Young Investigator Award, and Mentoring Award). There are 8 volunteers on the subcommittee.

   Applications for the junior/student awards (VH and EKW Award and CWT Awards) are being accepted until Nov 30. Thereafter, each 8-member subcommittee will begin reviewing the applications.

   The new SOT electronic plaque/certificate system will be used and the information must be entered by the Jan 15 deadline.

   ALL- Given the low number of applications for the senior-level awards for certain years, should WIT only have two senior awards instead of three? (e.g., Should WIT consider combining the Smith and Hook Award with the Mentoring Award?). Women are very hesitant to nominate themselves or even ask someone to nominate them. Some on the call were not in favor of reducing the number of awards. Given the time constraints during the call and the importance
of the topic, it was concluded for ALL- that this topic should be further discussed during the face-to-face WIT Officer’s meeting at 2019 SOT.

4. **2019 SOT Mentoring Initiative (CRAD Matching Funds application) (LL, SS, VB)**

Planning for the WIT mentoring session is underway. LL, SS, and VB are serving on the planning subcommittee. A registration portal, such as survey monkey, should be set up. The subcommittee should contact Raul Suarez at SOT HQ to seek suggestions on setting up a registration system that may include a nominal fee ($5) to help ensure that only participants sincerely wishing to attend will register. The target capacity is 50 people + 10 WIT mentors and the system should include a waiting list in recognition that ~20% of registrants do not ultimately attend. LL, SS, and VB will identify the deadlines for SOT publicity (e.g., SOT program and meeting app) and for ordering beverages or snacks.

5. **Update on 2019 SOT National Awards (BL, JH)**

Three previously nominated candidates were not awarded. There are five applications yet to hear back from.

6. **Annual Meeting Reception Planning (JH)**

The WIT President Elect typically leads planning (i.e. catering order) for the WIT reception and the WIT officer’s meeting at the Annual Meeting. VB will assist JH will reception planning and provide WIT EC will an update at the Dec WIT EC meeting. MPI and Charles River previously sponsored portions of the reception. Charles River has since acquired MPI. VB will contact potential reception sponsors and contact SOT HQ to inquire about increasing the number of attendees (i.e. chairs) from 200 to 250 given the general increasing trend of WIT membership.

7. **Spring 2019 Newsletter submission timeline (VB)**

ALL – if interested in contributing an article or editorial assistance please let VB know.

Timeline:  
- Topic: mid Nov 2018 (tentative title and length, e.g., ¼ page ~ 1 parag or ½ page ~2 parag)  
- First draft: mid Dec 2018 (WIT comments will be provided by early Jan 2019)  
- Final draft: Mid Jan 2019  
- Publish: Mid Feb 2019

Topics thus far include the “leaky pipeline” for women in science careers, the Weizmann Women in Science Award, 2020 SOT “Call for Proposals” requesting WIT endorsement, graduate student internships in toxicology, switching careers/sectors in toxicology, congratulations to Ofelia Olivero for winning the SCNAS Mentoring Award, and the WIT mentoring session at 2019 SOT.
8. **WIT member request(s) to endorse grant application (JH)**

Consistent with past requests of a similar nature to WIT, all agreed that WIT will not serve as endorsers for members’ grant applications. **JH** will respond to the recent request and include wording similar to “WIT makes it a practice not to endorse.”

9. **WIT fall Webinar recap and winter webinar ideas (JC, JS)**

The fall webinar had 200+ registered with 115 attendees and went well. There was a discussion about whether to include a follow-up article in the spring 2019 WIT newsletter, perhaps in a Q&A format. Post-call, JC and JS conferred and decided not to include a spring 2019 article.

The possibility of inviting a professional executive coach for a winter WIT webinar to speak on a women leadership/career topic was well-received. **JC and JS** will provide WIT EC with a proposed speaker, speaker fees, and whether or not the speaker will allow the talk and/or its contents to be recorded/posted online for unrestricted access.

10. **SOT badge ribbons from previous Mentoring Breakfast (JS)**

**JS** was provided leftover badge ribbons from a previous SOT Annual Meeting Mentoring Breakfast. **VB** will check with CRAD whether the current Mentoring Breakfast planning committee might be interested in using the ribbons.

11. **2019 ICT publicity (JH, BL)**

In response to the recent request by the Chair of the 2019 ICT planning committee for WIT to help promote 2019 ICT, it was agreed that WIT will help promote 2019 ICT. **BL** will send a blast email to the WIT membership and also remind members to (1) complete the “Celebrating your Success” survey and (2) to let **VB** know if they are interested in contributing an article or editorial assistance for the spring 2019 newsletter.

12. **Other Business**

The roles and responsibilities documents for each WIT officer may not list each specific responsibility even though some unlisted responsibilities have historically been handled by specific roles. **ALL**- if there are proposed updates to the WIT officer roles and responsibilities document(s) please draft the proposed update for the WIT Executive Committee to consider.

In Oct 2018, JH received a request from a WIT member for WIT to nominate a candidate for the Weizmann Women in Science Award. As the application deadline has passed, it was suggested that the WIT member contribute an article to the spring 2019 WIT newsletter highlighting this award for the 2019 award cycle. **JH** will respond to the WIT member.

13. **The next WIT EC meeting** will be Monday, December 17th at 12:30 PM EDT. **ALL:** Please let **VB** know if you will not be available.