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

Executive Committee Monthly Teleconference Call – June 18, 2021
12:30 pm (EDT), 11:30 pm (CDT), 10:30 am (MDT), 9:30 am (PDT)

Attendees:
Courtney Sulentic (CS, President)
Brittany Baisch (BB, President-Elect)
Annie Jarabek (AJ, Vice President)
Grace Chappell (GC, Secretary/Treasurer)
Susan Emeigh Hart (SGEH, Councilor/Past President)
Judith Zelikoff (JZ, Senior Councilor)
Carmen Rubio Armendáriz (CRA, Junior Councilor Elect)
Lauren Walker (LW, Postdoctoral Representative)
Samantha Goodman (SG, Graduate Student Representative)

Regrets:
None

Agenda:

1. Welcome/call to order (CS)
2. Approval of May Minutes (CS)
   a. All approved/agreed
   b. Suggestion to EC to review the minutes from the last meeting prior to monthly meetings to refresh on/confirm execution of action items
3. WIT Committee Reports:
   a. Program Committee (BB/AJ)
      • Endorsement discussion: scientific merit vs. WIT SIG-specific topic.
      • Something to clarify to the membership – reviewing on state of the science vs (or plus) relevant to the mission of WIT
      • Add in the requirement that submitters include rationale for seeking WIT endorsement
      • Action items:
        1. add this requirement for rationale to the call for proposals for 2022
        2. for volunteers on the program committee, try to include expertise across disciplines (see Action Item #3 regarding collecting such information).
           Additionally, committee chair(s) can follow-up with volunteers and create diverse teams within the committee.
        3. add area of expertise to the annual volunteer/involvement survey (checkboxes for options, plus free-text option for “other”). E.g., DEI, outreach, scientific topics
        4. update message regarding survey that goes to membership to be clearer that it is for volunteering/involvement.
   b. SOT National Awards Nomination Committee (BB/AJ)
      • BB and AJ will set up teleconference ASAP
   c. WIT International Awards Nomination Committee (JZ/CR)
      • JZ followed up with Phoebe; update to mentoring award. Modification to include more members who can be eligible; specifically, non-academic sectors (industry, government) and undergraduate mentors. Clarification in the wording for the awards, and market the awards.
1. Include criteria for mentors, to help nominators
2. Deadline for updating the award descriptions is June 30th.

d. WIT Outreach/Newsletter Committee (GC)
   - Not addressed at this meeting
e. SIG-Collaboration Group (JZ/CR)
   - JZ and CR had their first meeting; lots of energy and ideas for joint SIG
   proposals initiated in bidirectionally
f. WIT Website and LinkedIn group (SG/LW)
   - Not addressed at this meeting; will be first report next meeting

4. WIT By-laws review (All EC)
   a. Review and comment on revised bylaws (see below)
      - One item previously discussed: who is the chair of the Program Committee?
        Newly elected VP, vs. President Elect.
      - Part of this is timing – is it the first task of the outgoing officer, or the first task of
        the incoming?
        1. Suggestion is that we take care of Program Committee earlier, then the
           review/organization begins during the transition.
        2. Consensus: VP begins the process and then remains the chair of the
           Program Committee as they transition to President-elect, and new VP is
           co-chair.
        3. Awards Committee: also discussed in regard to updating timeline and
           roles
        4. SGEH to draft a visual “map” regarding timing of role hand-off and
           share with EC

   - Clarification is needed on who is leading the pre-review, and who is the chair of
     the volunteer committee.
     1. Action item: Create a schedule with calendar for tasks and committee
        responsibilities (especially chairs) for election year (SGEH will do).
     DONE

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<tr>
<th>Calendar Month</th>
<th>Year 1</th>
<th>Year 2</th>
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In words:
Year 1: Vice President starts May 1st – responsibilities in roughly the following timeline:
   May 1st - June 1st **co-chair** the Program committee
   July 1st - October 9th – **co-chair** SOT Award Nomination Committee
   April 1st - 30th – **co-chair** pre-review of the following year’s proposals
Year 2: President-elect starts May 1st – responsibilities in roughly the following timeline:
- May 1st – June 1st – chair Program committee
- July 1st – October 9th – chair SOT Award Nomination Committee
- April 1st-30th – chair pre-review of the following year’s proposals

2. **Action item:** AJ to ask SOT liaison (Rosabel) to report back how other SS/SIGs name their Presidential chain; VP-elect vs. VP and Pres-elect. Motion to change WIT’s naming is paused until we learn what is the majority across SOT groups.

3. **Action item:** Bylaw update for Officer elections: subset vs. whole EC. Consensus is that the committee should be at least three members including the chair, but should not be the entire EC. The whole EC must approve the ballot.

5. **T-shirt order update (SGEH)**
   - T-shirts are ordered and have been divided amongst WIT volunteers and randomly selected virtual reception attendees (door prizes). SGEH will mail T-Shirts to WIT members in the coming weeks.

6. **Activities for webinars/annual meeting and member engagement (CS)**
   - mentoring activity ideas – planning stage
     - one focused on DEI (JZ/CS)
     - virtual mentoring activity pairing mentors and mentees (CR)
   - **Sexual Harassment**
     - Develop a survey for WIT membership – share experiences with discrimination and/or microaggression
       1. Collaborate with other SIGs on survey?
       2. Potential questions:
          - Have you ever experienced sexual harassment?
          - Would you like to share your experiences?
          - Would you like WIT to organize a virtual meeting with breakout rooms focused on this topic?
          - Would you like WIT to organize a webinar focused on strategies to deal with workplace harassment?
       3. [https://www.workplacesrespond.org/harassment-climatesurveys/#Inclusive](https://www.workplacesrespond.org/harassment-climatesurveys/#Inclusive)

7. **AOB?**
   - none