Women in Toxicology (WIT) - Special Interest Group (SIG) of the Society of Toxicology
Executive Committee Meeting Teleconference Call
August 21st, 2020
12:30 pm (EDT), 11:30 am (CDT), 10:30 am (MDT), 9:30 am (PDT)

Attendees:
Susan Emeigh Hart (SGEH, President)
Brittany Baisch (BB, Vice President)
Grace Chappell (GC, Secretary/Treasurer)
Samantha Goodman (SG, Graduate Student Representative)
Janis Hulla (JH, Councilor/Past President)
Katelyn Lavrich (KL, Post-Doc Representative)
Phoebe Stapleton (PS, Senior Councilor)
Judith Zelikoff (JZ, Junior Councilor)

Regrets:
Courtney Sulentic (CS, President-Elect)

Agenda:

1. Welcome/call to order (SGEH)

2. WIT Committee Reports: (note: where two individuals are listed, the first is the chair and the second the co-chair).
   a. WIT SOT Awards Nomination Committee (BB/CS)

   The subcommittee is currently working in pairs on award nominations such that each person has two award packages they are facilitating; CS and BB are working on updating the packages that are already in the pool. The scope of work involves the subcommittee obtaining updated CVs and helping to tailor them to the award criteria, and reaching out to nominators and supporters for letters and providing feedback on their letters. All nominees from the subcommittee’s brainstorming session and WIT EC review have accepted their candidacy for the awards. There is now a large pool of candidates to consider for future years, and BB will share the list with the EC.

   b. WIT Awards Committee (PS/JZ) Update on revamping of awards

   Mentoring award wording has been updated on the WIT SIG website, and PS is now listed as the point of contact.
   PS will draft an email blast for call for award nominations to the membership and send to Rosalie and SGEH.

   - JH: for the email to membership, would like to also include a preliminary announcement/advertisement for WIT EC officer nominations.

   c. WIT Newsletter Committee (GC) Update on August newsletter

   Newsletter was sent to the WIT EC earlier in the day August 21st, requesting feedback by end-of-day August 28th. Blank partial page in announcements section will be filled with call for WIT officer nominations. JH suggestion for multi-agency article mention will be included in Winter edition of the newsletter.

   d. SIG-Collaboration Group (CS/JH) Update from last meeting

   New website SIG collaborative exchange is live on the updated ToXchange site.

3. WIT Website (SG)
SG provided an overview of SIGs website updates. SG is working with new WIT SOT liaison for mocking up the new website, including appearance and content. Approximately one month to complete once preferences are agreed upon. The EC is utilizing ToxChange to collaborate on the creation of five keywords and/or phrases that represents the ideals and goals of WIT. These will then be given to Rosalie Duvic and the website engineers to begin the creation of a new logo, color scheme, and website aesthetic for WIT.

4. **WIT Volunteer/Engagement Survey (SGEH)**

   [Redacted version with feedback only attached][4]. Goal is to identify common themes and draft at least two projects to address member suggestions.

   Ideas based on feedback:

   WIT virtual happy hour or coffee hour; split into small groups.
   
   - JH – for logistics, suggest reach out to volunteers to coordinate, ad hoc committee. First approach the members who proposed
   
   JZ – suggest virtual mentoring opportunities within WIT; GC suggest small groups by sector; PS, BB, and KL support and provide experiences.

   - Action item for mentoring virtual hours, and/or networking: Identify those who will facilitate, and identify volunteers to represent senior WIT members to network/mentor. Emphasis on diversity and representation.
   - Ad hoc committee for virtual networking/mentoring events nominated by SGEH, and accepted by nominees: JZ (chair), PS, KL, BB
     - JZ will also contact CS for participation

5. **AOB?**

    Grace to send test email following call using the new WIT leadership email address/ToXchange messaging system.