Women in Toxicology (WIT) - Special Interest Group (SIG) of the Society of Toxicology
Executive Committee Monthly Meeting Minutes
Teleconference Call
Friday, May 15, 2020
12:30 pm (EDT), 11:30 pm (CDT), 10:30 am (MDT), 9:30 am (PDT)

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

Regrets:
None

Agenda:

1. Welcome/call to order (SGEH)
2. Review of officer roles and responsibilities; rationale for “Handbook” (SGEH)

EC charged with referring to the WIT website (https://www.toxicology.org/groups/sig/wit/duties.asp) for officer duties and https://www.toxicology.org/groups/sig/wit/committees.asp for committee roles and responsibilities (associated with officer duties).

A handbook is under development; the rationale for this is to better document and clarify the specific processes for officer responsibilities and execution of tasks. This is meant to exist as a living document that can be updated as necessary. CS will provide templates for specific tasks. The handbook will be maintained within the WIT leadership ToXchange page. The handbook will be kept current with the WIT bylaws, appropriately incorporating any changes to the latter.

3. WIT Survey Results (CS)

As of May 15th, 40 respondents to the WIT membership survey for volunteer and officer opportunities. Committee chairs are compiling potential volunteers from this list. Additional responses will be forwarded for final results. All respondents will be contacted regarding a timeline of next steps, and appreciation for their feedback. A list of past volunteers will be retained and maintained on the ToXchange WIT leadership page, while annual volunteer surveys will be conducted for a current list of volunteers for the year (TBD in the future if badge scans at the annual meeting will also be used for volunteer recruitment, or both). This update will be announced in future newsletter(s).

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

      Three proposals have been received as of May 15th. Regarding mentoring event(s), discussion of such will occur after program proposal review cycle/completion.

   b. WIT SOT Awards Nomination Committee (CS)

      None

   c. WIT Awards Committee (PS/JZ)
Discussion regarding previous decision to change to senior/mentor award, from 3 to 2 awards will be included on the June meeting agenda.

d. WIT Newsletter Committee (GC)

As of May 15th, 12 volunteers for the newsletter committee via survey respondents or via other correspondence. GC will follow up with interested parties. Award recipients will again be included in the Summer Newsletter. GC to confirm that plaques have been sent/received by awardees.

e. Election Committee (JH)

None; EC members to volunteer to assist JH in reviewing officer nominations.

f. SIG-Collaboration Group (CS/JH)

None.

g. WIT Website (SG/KL)

SG has begun mocking up ideas for website updates (aesthetic) and will work with SOT SIG liaison regarding logistics of updates, following review of changes by the EC.

5. WIT LinkedIn group (SGEH)

Charge to EC - Do we want to keep the LinkedIn page active? The LinkedIn page has been previously moved to be retired; however, this topic remains open to the EC as there may be value in membership engagement through this avenue. BB confirmed the login credentials. Task for EC before next monthly meeting (June) is to consider and vote on this topic.

6. WIT Manuscript (SGEH/CS)

SGEH is seeking comments from the EC regarding a response to the author of an editorial manuscript on women in toxicology in general, who reached out to WIT for feedback on the manuscript.

7. 10 Triennial Toxicology Salary Surveys (JH)

Move further discussion regarding WIT's request, directly and through the SOT ECDC, for the data from the surveys to the June meeting agenda.

8. AOB?

None.