May 1, 2014 to April 30, 2015

I. Officers/Committees:

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<tr>
<td>President</td>
<td>Daniel M Wilson</td>
<td>Nicola Stagg</td>
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<td>Vice President</td>
<td>Nicola Stagg</td>
<td>Brent Kobielush</td>
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<td>Vice President-Elect</td>
<td>Brent Kobielush</td>
<td>Laurie C Dolan</td>
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<td>Secretary/Treasurer</td>
<td>Edwin Bisinger</td>
<td>Rachel Hao</td>
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<td>Past President</td>
<td>James C Griffiths</td>
<td>Daniel M Wilson</td>
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<td>Councilors</td>
<td>Laurie C Dolan</td>
<td>Jaspreet Gujral</td>
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<td>William Waissmann</td>
<td>Janet (Yu) Zang</td>
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<td>Jaspreet Gujral</td>
<td>Xiao Pan</td>
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<td>Janet (Yu) Zang</td>
<td>Mansi Krishan</td>
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<td>PDA Representative</td>
<td>Brenna Flannery</td>
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<td>GSLC Representative</td>
<td>Xiao Pan</td>
<td>Erica Clark</td>
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II. Activities:

2014 SOT Annual Meeting Reception was held in Phoenix, Arizona on Monday, March 24th. Approximately 60 people were in attendance. Dr. Stagg called the meeting to order at 6 PM on Monday, March 24th. Business Meeting Speaker: Nicola Stagg

Meeting Minutes: (see Attachment I)

Awards: Burdock Award– Erica Clark, Burdock Award – Murphy Wong, Frank Lu Award – Mansi Krishan

2014 SOT Annual Meeting Courses/Sessions:

**Informational Session**
Recent Challenges Beyond the Usual Toxicological and Public Health Challenges in Africa
New Science and Perspectives Surrounding Environmental and Occupational Exposures

*Wednesday, March 26, 4:30 PM to 5:50 PM*
Chairperson(s): Abdel M. Kadry, US EPA, Washington, DC, and Steven Myers, University of Louisville, Louisville, KY.

**Workshops**
Addressing Uncertainties of the Toxicology of Nanomaterials in Food and Food Contact Products
Safety Assessment: Mechanisms and Novel Methods

*Tuesday, March 25, 1:30 PM to 4:15 PM*
Chairperson(s): Annette Santamaria, Exponent, Houston, TX, and Christie M. Sayes, RTI International, Research Triangle Park, NC.
Improving the Safety of Dietary Supplements and Natural Health Products by Assessing Effects in Humans
Advancing Clinical and Translational Toxicology and Application of Biomarkers
Wednesday, March 26, 9:00 AM to 11:45 AM

Communication and Engagement with the Public about Toxicology in a World That Misunderstands Science and Scientists: How Do You Make Your Message Relevant and “Sticky”?
Wednesday, March 26, 1:30 PM to 4:15 PM
Chairperson(s): Barbara L.F. Kaplan, Mississippi State University, Mississippi State, MS, and Steven J. Hermansky, ConAgra Foods, Omaha, NE.

Poster Sessions
Food Toxicology/Nutrition  Monday, March 24, 9:30 am -12:30 pm
Natural Products: In vitro, Tuesday, March 25, 9:30 am-12:30 pm
Natural Products: In vivo, Tuesday, March 25, 9:30 am-12:30 pm

Endowment Fund Details:

Newsletters: Q1, 2014

Contributions to SOT website:

Other Specialty Section 2014-2015 Activities:
Food Safety Specialty Section Facebook page
Food Safety Specialty Section Officer Responsibilities Document (See Attachment 2)
**Food Safety Specialty Section Officers Meeting: Monday, 3/24/14 from 6:30 – 8 am, Convention Ctr**

Executive officers in attendance: Laurie Dolan, Nicola Stagg, Xiao Pan, Brent Kobielush, Jaspreet Gujal, William Waissmann, Jim Griffiths, Brenna Flannery

**Points of Discussion**

- Should we change the name or the mission statement? The reason would be to include those in the natural products area or nutrition, who often don’t feel like they belong.
- When submitting symposia or other ideas to the SOT board, it is really important to speak with other sections about your ideas and to get collaborations because the symposia must be supported by other specialty sections as well. It is also important to have a line-up of speakers who have already agreed to speak. Make sure to add in a 3-4 sentence abstract for each speaker.
- We proposed and voted to move the Frank C Lu and Burdock awards up to $600 per award, up from $500. This passed.
- FS3 wants students early in their graduate career to apply for the Burdock travel award while those later in their career should apply for the FC Lu award. We will get this information on the FS3 SOT website.

**Actions/Conclusions**

- We will have our members vote on changing the name when we send out the voting for the new officers.
- FS3 should focus on fostering relationships/collaborating with other leaders in other specialty sections, including attending the specialty section officers collaboration event at SOT.
- Brenna will type a couple of sentences (to be approved by the group) to add to the award descriptions on the SOT website.
- On the FS3 website, Laurie should be the one to contact about the deadlines for the awards.

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**Food Safety Specialty Section Members Meeting: Monday, 3/24/14 from 6:00 – 7:30p, Sheraton**

- 60 members were in attendance

**Agenda**

- Nicola discussed potential names for FS3. Members were able to write their ideas up on a board for consideration during voting.
- Members need to contact Brenna by April 1st to apply for the open officer positions.
- Jim instructed members on how to get proposals through the SOT board.
- Awards were given: 2 Burdock awards were given including a Cassarett and Doull’s textbook to each awardee. One was to Murphy Wong and the second to Erica Clark. The Frank C Lu award was given to Mansi Krishan.
Food Safety Specialty Section (FS³)
Executive Committee Officer Roles and Responsibilities
(Last updated March 2014)

President (1 year term):
- Presides at all meetings of the Specialty Section and of the Executive Committee
- Initiates and schedules conference calls and executive committee meetings
- Represents FS3 in meetings of Specialty sections Presidents/Vice Presidents, including the SOT annual meeting and occasional conference calls
- Responsible for communications from SOT to Executive Committee and/or general membership
- Writes articles/messages, as needed, for the Communiqué, FS3 newsletters, or general submission to membership
- Prepares the Presidents Message for inclusion in the annual/biannual FS3 newsletter
- Presents awards at the annual meeting FS3 reception
- Coordinates, directs, and contributes to the informal and formal reviews of annual meeting session proposals submitted to FS3 for endorsement.
- Leads the informal and formal review, as well as the final ranking, of all annual meeting session proposals submitted to FS3 for endorsement
- Submits all final rankings and supporting documentation to SOT Program Committee via online system

Vice President (1 year term):
- Participates in meetings of specialty section Presidents/Vice Presidents, including the SOT annual meeting and occasional conference calls
- Notifies Secretary/Treasurer of any checks needed for award winners
- Writes articles/messages, as needed, for the Communiqué, FS3 newsletters, or general submission to membership
- Reviews submissions to the Program Committee
- Contributes to the FS3 newsletter
- Serves in capacity of President, when necessary.

Vice President-Elect (1 year term):
- To the extent possible, solicits donations for awards; responsible for communication with potential sponsoring entities
- Oversees recognition of outgoing officers
- Revises and distributes documents outlining duties and responsibilities of officers
- Reviews submissions to the Program Committee

Immediate Past President (1 year term):
- Provides advice and support for the President and the Executive Committee, shares insight and experience
• Serves as the Chair of the Nominating/Election Committee, submits ballot to SOT for distribution and voting.
• Contributes to the FS3 newsletter
• Reviews submissions to the Program Committee

Secretary/Treasurer (2 year term):
• Develops plans for reception and for Executive Committee meeting at SOT annual meeting (submits food, poster board, and AV requirements, prepares agendas, orders awards/plaques, etc.).
• Fiduciary responsibilities for all monies
• Authorizes disbursements
• Orders checks for awards
• Records minutes of all meetings (specialty section and executive committee)

Senior Councilor (2nd year of 2 year term):
• Coordinates, directs, and contributes to the review and selection of recipients for Frank C Lu and Burdock Awards presented at the annual meeting. Establishes a team to assist with this task.
• Leads review and selection of awardees
• Notifies FS3 Executive Committee of the winners and then notifies each winner
• Prepares a written summary of the winners of each award to be distributed at the annual meeting
• Notifies Secretary/Treasurer of any checks needed for award winners

Junior Councilor (1st year of 2 year term):
• Periodically reviews FS3 web page to keep it current, including addition of new officers, updated award information, award winners, photos from annual meetings, and posts minutes of meetings (coordinate with Secretary/Treasurer who records meeting minutes) and any announcements. Reviews SOT guidelines for SS webpages to assure compliance. Establishes appropriate links to other organizations as needed. Serves as FS3 website and ToxChange liaison with SOT HQ.
• Coordinates, directs, contributes to, and distributes the annual/biannual newsletter to the FS3 membership. Establishes a team to assist with this task.

Post-doctoral Representative (2 year term):
• Represents post-doctoral interests to FS3 and provides FS3 information to post-doctoral members
• Actively recruits new post-doctoral members into FS3
• Participates in Post-doctoral Assembly on behalf of FS3
• Attends FS3 Executive Committee meetings and participates in teleconferences
• Contributes to the FS3 newsletter as requested
• Coordinates FS3 representation/participation at annual student/post-doctoral reception at SOT and acts as FS3 liaison at reception

Graduate Student Representative (2 year term):
• Represents graduate student interests to FS3 and provides FS3 information to graduate students
- Actively recruits new graduate student members into FS3, and encourages former Student members of FS3 to continue their membership at the post-doctoral or Associate level
- Participates in GSLC
- Attends FS3 Executive Committee meetings and participate in teleconferences
- Contributes to the FS3 newsletter as requested
- Coordinates FS3 representation/participation at annual student/post-doctoral reception at SOT and acts as FS3 liaison at reception
- Builds the poster for the annual meeting reception