

## **Minutes from Neurotoxicology Specialty Section Officer's Meeting New Orleans, Louisiana, Monday March 7, 2005**

The annual officer's meeting was called to order at 7:00am on Monday, March 7 by Neurotoxicology Specialty Section President, Carey Pope. In attendance were President Carey Pope, Past President, Stephanie Padilla, President Elect, Rich Seegal, Vice President Elect, Bob MacPhail, Councilors Lisa Opanashuk and Steve Lasley, Student Representative Michele Taylor, WebMaster Russel Carr, Secretary-Treasurer Mary Gilbert, and newly elected officers, Chris Newland (VP Elect) and Pamela Lein (Councilor).

### **Approval of Minutes from 2004 Officer's Meeting - Gilbert**

An electronic copy of the minutes from last year's meeting was circulated to the officers last week and hard copies were distributed for perusal. The President moved to adopt the minutes as presented and received unanimous support. It was suggested that minutes be archived on the NTSS Website.

### **President Report - Pope**

The President introduced and welcomed the new officers, Chris Newland and Pam Lein and thanked Lisa Opanashuk for her service as councillor over the past 2 years. Introductions around the table followed. A plaque thanking outgoing Councilor and President will be awarded by the incoming president, Richard Seegal at the Business Meeting/Reception Tuesday evening.

This year the Astra-Zeneca Travelling Lectureship was awarded to one of specialty section members and former President of NTSS, Dr. Kevin Crofton. An announcement will be made at the Business Meeting/Reception Tuesday evening.

As discussed last year, funding to support our student awards was originally provided by Abbey Li formerly of Monsanto, \$1000.00 annually for 5 years and covered our first place winners. This funding expires this year and some discussion ensued regarding contacts within organizations that might step up to fill in where Monsanto has left off. As last year, Larry Sheets of Bayer and Joe Romano from the Army were suggested as possible sources of funding for this effort. In addition, officers mentioned Pfizer, Dow Chemical were suggested. Jan Oberdoerster of Bayer was also suggested as an additional contact within Bayer. The President will thank Monsanto for its previous support at the upcoming Business Meeting/Reception. Past and ongoing support from Taylor Francis will also be acknowledged at the Business Meeting.

The President commended the service of our first time Student Representative, Michele Taylor for preparation of a poster displayed at the Student Mixer Reception on Sunday evening.

The Specialty Section Presidents Meeting will be held Monday evening and Incoming President and Vice President will attend. Stephanie Padilla requested that the issue of Student Membership Application process be raised at this meeting. The apparent turnaround time from application to acceptance for students is too long with review of pending applications occurring only once each year.

### **Secretary-Treasurer Report - Gilbert**

A copy of the Secretary-Treasurer Report was circulated to the officers by Mary Gilbert and is attached to the minutes. Our current holdings as of December, 2004 are \$13,911 and projected 2004 expenditures are estimated to be \$5,833. This leaves the NTSS with a projected balance of \$8077

after paying for meeting expenditures. Projection of income for 2005 from dues and meeting registration fees (based on 2004 figures), our anticipated balance for the upcoming year stands at ~\$15,000.

### **Membership - Gilbert**

A report on membership was delivered by the Secretary-Treasurer. HQ has implemented online access to the NTSS membership list by officers of the specialty section. We had been operating throughout the year on a membership list delivered from HQ that contained 206 members. The current membership stands at 345 members, comprised of 2004-2005 members and including 2004 members who may not have paid dues by March 1. A comparable list in 2004 registered 257 members, indicating a significant increase in NTSS membership. Institution of online access should alleviate many of the problems in tracking membership encountered in past years.

### **Election Results Report - Gilbert**

The president thanked the nominating committee for the slate of candidate's running in this year's election. The nominating committee was chaired by Bernie Weiss and committee members included Wei Zheng and Spencer Mortensen. Election ballots were prepared and distributed by the Secretary-Treasurer. Of the 206 electronically distributed ballots, 12 were not received, and 115 ballots were returned giving a return rate of 62%, up from the 52% and 42% return in 2004 and 2003, respectively. Ballots were distributed to all registered members on the July 2004 updated list from HQ. Attempts by the Secretary-Treasurer to obtain an more current membership list in November prior to distribution of the ballots failed, so the July list was utilized. Election results were Chris Newland as VP Elect and Pam Lein as Councilor. The incoming President, Rich Seegal is charged with forming a new nominating committee in early summer to elect a new Secretary-Treasurer, Councilor, VP Elect, and Student Representative.

### **Workshop/Symposia Sponsorship - Gilbert**

Past President Stephanie Padilla, President Carey Pope and VP Rich Seegal comprised the review committee for NTSS proposals for 2005 meeting. A total of 10 workshop/symposia/continuing education proposals were reviewed. NTSS was nominated and endorsed 6 as primary sponsor and 4 as secondary sponsor of these proposals. The SOT Program Committee accepted for presentation at the 2005 meeting 7 of these 10 NTSS sponsored proposals. Rich Seegal as incoming President is reminded to encourage submission of 'preproposals' from the membership for review/feedback to the authors prior to April 15 with the official deadline for submission to SOT HQ being April 30. This will be announced by Rich Seegal at the Business meeting on Tuesday.

### **NTSS Best Poster Award - MacPhail**

Last year, then VP Elect Robert MacPhail was charged with orchestrating a competition to recognize "Best Poster in Neurotoxicology" for the 2005 meeting. Despite a valiant attempt, this did not get off the ground this year and Bob reported to the officers some of the difficulties encountered and recommendations for a future effort. The major problem was in identifying the universe of abstracts to be judged with the realization that keyword searches were inadequate and category searches based on itinerary were not all that helpful. This coupled with the limited time to review once abstracts become available online were the primary contributors to failure this year. Bob recommended that the

competition be a “Best Abstract” not a “Best Poster” Award and be based on self-nomination. As soon as notices are received from HQ informing authors of acceptance of their abstract for presentation at the meeting, the Secretary-Treasurer will solicit submissions from the membership requiring that a copy of the abstract to be considered be emailed to the secretary within the next 2 weeks. A subcommittee headed by the VP will establish a set of judging criteria and review all submissions to identify the top 10 abstracts. All NTSS officers will then review these 10 abstracts and vote on 1<sup>st</sup> place. All winners will be announced and presented with a ribbon for display on their poster and the 1<sup>st</sup> place winner will also receive a plaque. Bob MacPhail will make an announcement at the Business Meeting. Bob will generate a description of this award to be added to SOT and NTSS websites.

### **Distinguished Investigator Award - Stephen Lasley**

A subcommittee for the Distinguished Investigator Award was comprised of Toshio Narahashi, Kevin Crofton and Stephen Lasley. Councillor Stephen Lasley agreed to provide a written description of the criteria established to aid in future reviews. This will be formalized and added to the website under this award designation.

### **Student Representation**

In response to recommendation of the Student Advisory Committee last year, NTSS appointed a student representative to fill a 2 year term as a NTSS officer. Michele Taylor served in this capacity over the past year. A list of duties/responsibilities of the Student Representative was compiled by the officers and forwarded to Michele at the outset of her term. To this list was the addition of preparation and presentation of a NTSS poster to be presented at the Student Mixer Reception. Michele displayed the poster for the Officers and was asked to also bring it for display at the Business Meeting on Tuesday evening. Michele reported that approximately 80 students were in attendance at the mixer and that the NTSS poster was one of the best presentations. It was recommended that if this practice is to continue in future years that HQ be consulted concerning display of SS posters throughout the duration of the meeting. Discussion ensued concerning distribution of tokens at the next student mixer (e.g., lanyards, stickers, mugs) and this was met with enthusiasm by all officers. Michele was also charged with organizing a competition among the students for a logo design for the NTSS. Officers agreed that a cash award will be given for the designer of the logo adopted by vote by the membership.

### **Student Award Competition - Stephanie Padilla**

The primary responsibility of the Past President is to organize the Student/PostDoctoral Poster Competition. The format of the competition is left to the discretion of the Past President and the evolution of the process each year has resulted in an increase in efficiency each year. This has become mandatory as the number of student submissions has steadily increased. As the past, Past President Stephanie Padilla polled the membership and identified 13 judges. A letter from the advisor indicating the degree of independence each student exercised in the work to be presented, an extended abstract and an electronic copy of the poster were submitted by each candidate approximately 2 weeks prior to the meeting. This information was distributed to the judges in advance of the meeting. All judges received copies of all posters but were assigned 6 to review. Each group of judges identified the top 2 posters in their group. A second round of judging followed with each set of judges reviewing the top candidates of the alternate group. From this a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place winner were identified. Student were

given advance notice to prepare a 5 minute synopsis of their research findings and judges scored presentation (20%), hypothesis and content of presented work (60%) and student response to questions (20%). A record high of 18 predoctoral students and 14 postdoctoral fellows participated in this year's competition which is scheduled for Monday, March 7 at 4:45-6:45 pm. For both student and postdoctoral competitions, first prize is \$500.00 cash and a \$150.00 gift certificate from Taylor Francis Publishers; second prize is \$300.00 and a \$100.00 gift certificate; third prize is \$150.00 and a \$50.00 gift certificate. This year, Andrew Moyer, a representative from Taylor Francis will be present at our Business Meeting/Reception to present the awards. It was also suggested that ribbons be available for presentation at the Business Meeting and for display on the poster.

### **Update from the Webmaster - Russell Carr**

Webmaster is happy to post anything that is requested on the website. It was suggested that position descriptions remain viable for 3 month period and are then removed. A list of items routinely added and updated on the website will be generated by the officers and forwarded to the Webmaster. Secretary-Treasurer agreed to draft an initial list for circulation to the officers. Photographs from this years meeting will also be added to increase the Website appeal.

### **Other Business:**

Carey Pope announced the 10<sup>th</sup> Meeting of the International Neurotoxicology Association (INA-10) will occur June 26-July 10 in Finland and encouraged participation. An announcement was distributed to the membership by the Secretary-Treasurer in mid-February. The meeting will also be announced and flyers available at the Business Meeting/Reception on Tuesday evening.

Incoming Councillor Pam Lein suggested that the NTSS host a list of institutions offering graduate student training. In addition, circulation of the NTSS website address to the membership with recommendation that members add this to their personal website was supported. Secretary-Treasurer agreed to distribute these 2 requests to the membership.

**Secretary-Treasurer Report   March 7, 2005**  
**New Orleans, LA   Mary Gilbert**

**Financial**

Balance After Expenditures for 2004 Meeting March 31, 2004 \$4,241.00

Income from '04 Dues: \$3,195.00

Income from '04 Registration: \$4,470.00

Contribution:                      \$ 500.00

Interest Income:                      \$ 662.00

Total Income '04:                      \$ 8,827.00

Total Assets Dec '04:                      \$13,911.00

Projected '05 Expenditures: -\$ 5,833.63

**Projected Balance:                      \$ 8,077.37**

**PROJECTED Income '05**

Income '05 Dues:                      **\$ 3,195.00** (based on dues income 2004)

Income Registration '05:                      **\$ 4,470.00** (based on registration income 2004)

**Bottom Line for Balance**

**Upcoming Year After**

**Expenses for 2005 mtg                      \$ 15,732.37**

**Membership**

March 1996    175 members

March 1999    214 members

March 2001    205 members

March, 2002    180 members

March, 2003    199 members

March, 2004    257 members (From website, includes 2003/2004 members)

**March 2005    345 members (From website, includes 2004/2005 members)**

Long standing tracking of membership may have been resolved by implementation of access to a downloadable the membership list by officers of SS. Confusion over actual numbers of members and discrepancies between HQ and SS officers lists was likely due to HQ allowing members who had not paid dues a grace period for 1 year on one list (now the website list), but distributing to the SS upon request only members that had paid dues. The more inclusive list on the website now allows Secretary/Treasurer direct access for periodic updates and includes members who are just tardy in paying dues. I am optimistic that this new system will much improve our tracking and communication with our membership. If we can maintain our members from 2004 currently on this inclusive list, we had attained a considerable increase in our membership!!

It is not possible from this list to determine breakdown of full, associate or student members.

### **Participation in '05 Voting Process**

Total Ballots Delivered: 206 on mailing list\* *\*Based on mailing list from HQ July '04 membership*

Total Ballots Returned: 115     12 ballots bounced

Return Rate:  $115/184 = 62.5\%$  return

This compares with 52% return in '04 and 42% return in '03

### **Sponsorship of Symposia/Workshop for 2005 Meeting**

Past President Stephanie Padilla, President Carey Pope and VP Rich Seegal comprised the review committee for NTSS proposals for 2005 meeting

A total of 10 workshop/symposia/continuing education proposals were reviewed

NTSS was nominated as primary sponsor for 6 and secondary sponsor for 4 of these proposals

7 of these 10 were accepted by SOT Program Committee for presentation at 2005 meeting

NTSS was primary endorser on 4 of these 7