IWIRC
connecting women worldwide

IWIRC BOARD MINUTES

5 March 2026, 9:00 am US EST
Via Zoom

1. Quorum – The meeting was called to order by E. Matsui at 9:00 am (US EST). A list of those attending the meeting is attached as **Schedule A** hereto. Enough Board members were present for the Board to conduct business.

2. Introduction – E Matsui welcomed all the Board Members to the 1st meeting for 2026. Provided a brief introduction on how the meeting is conducted, the agenda and what to expect from the meeting. E Matsui also stated that the full Board meets 4 times in a year, once every quarter. E Matsui also introduced Sarah, the new joiner this year in CC's team.

3. Approval of Minutes – A. Dwyer made a motion to approve the 6 November 2025 minutes. J Hewitt seconded the motion. All approved.

4. Chair Report – E. Matsui rereferred to the email sent by her on 29th January 2026 (also included in the pack on pages 9-10). The email states the key takeaways from the 2 day in-person meeting in January, which was primarily focused on the key priorities for 2026. Additionally, the E-Board also meets virtually once every month. She announced that the key priorities are 1) to continue implementing the strategic plan (we are in 18 months already, 2) Successful execution of the 1st IWIRC Flagship conference in Dublin in June 2026, and 3) Launch of our new website that the ad-hoc technology sub-committee and CC Schnapp is working on. E Matsui noted that changes were made to the governance structure which have been implemented this year with a leaner board and non At-Large Board directors like previously. She reminded everyone of the availability of the $50,000 budget for grants. An email will be sent to everyone reminding them of the grant policy and how it can be used and application process.

5. Upcoming events – Upcoming events were discussed, including IWIRC@INSOL in London (sold out) and IWIRC@ABI Washington, D.C. both in April 2026. It was stated that we already have 38 registrations for Leadership and 75 for Flagship conference to be held in Dublin in June 2026. Membership committee has also reviewed the applications for the 10 spots for Leadership, which E Board will review next week. The board was encouraged to register for these events to aid in planning, in particular IWIRC@ABI and Flagship conference.

6. Update on SPTF – The Strategic Planning Task Force ("SPTF"), is now focused on the brand value work and currently is in the process of interviewing various firms to see who to formally appoint. The other focus area has been to revisit the various partnerships we have with other professional organizations, like INSOL, TMA, ABI and draft a governance framework and guidelines for collaborating with them. J Hewitt added that a sub-committee from the finance committee is also working with SPTF on the review of the existing structure for membership dues, rebates structure and international sponsorships. The sub-committee will be reaching out to various regional network chairs to discuss and socialize the proposal of any changes to the current structure before its approved and implemented by E-Board.

7. Launch of the new IWIRC Website - The meeting focused on the launch of a new website for the organization, with CC Schnapp providing an overview of its features. The new site allows members to manage their profiles, subscriptions, and event participation directly through the website, replacing Eventbrite for local network events. She explained that training would be provided for network administrators to utilize the new event management system. B Zelmanovich raised concerns about the use of stock photos on the website, suggesting they should be replaced with photos of actual members. The group discussed the website's color scheme, with J Kimball questioning the use of blue text when the organization's branding is purple and gold. CC Schnapp clarified that the blue text was used for accessibility and readability but agreed to review any concerns about branding consistency.

8. Finance Committee Report – J Marshall, a Senior Director at Alvarez and Marsal in London, provided the first finance update for 2026. She reported a strong financial performance for 2025, exceeding budgeted income and maintaining expenses within projections, resulting in a $170K profit. J Marshall highlighted the organization's positive equity position and investments, emphasizing the need for reinvestment in communities and chapters. Looking ahead to 2026, she noted a healthy budget and early success in membership dues and sponsorship pledges, while acknowledging the challenges faced in reaching our target and potential risks from low ABI registrations. The Dublin conference costs were discussed, with efforts made to keep ticket prices affordable, and J Marshall encouraged further sponsorship contributions.

9. Committee Reports

a) **Communications –** M Sydow presented that the committee is doing posts to introduce all the Board members and then also looking to revamp the newsletter.

b) **Membership** – B Colwell updated that the committee has been active and busy getting new emails out, new email introductory event on zoom and a new members happy hour at IWIRC@ABI

c) **Programming** – M Clontz highlighted that the programming team is focused on Flagship Conference and ABI initiatives and will move their focus to NCBJ after these are done.

d) **Virtual Programming** - J. Lyday reported on the engagement efforts including the continuing literary society meetings. A Adda added that the group is working on a new idea of working on members to e-meet-up ahead of conference and intermezzo’s in collaboration with the chairs of the conference. Also a technical webinar on cross border updates in July 2026.

e) **Regional Programming** –The Asia Regional Conference is scheduled for September 10-11 in Kuala Lumpur and a sub-committee comprising of members from all networks has been formed (excluding Indonesia). The agenda will include a leadership session on the 1st day for IWIRC International Board Members (like ABI) and other planning discussions on registrations etc is on the way.

f) **DIB** – D Lim reported that each member has been rostered to sit on awards, membership and programming committees. DIB is considering an event as well in collaboration with INSOL DIB committee. T. Schellhorn added that we are trying to ensure that each committee has representation from DIB and DIB has a voice on all to effectively recommend best practices to groups.

g) **UNCITRAL** – O Antle reported that the committee is a working on a cocktail reception with other working groups. UNCITRAL has various working groups on a variety of topics, anyone interested should be able to join.

h) **Judicial Liaison** – J Gunn reported that the group is working with CC Schnapps team on the panel for the flagship conference, including discussion for a potential virtual program for judges.

i) **Advisory Council** – E Matsui reported that next meeting is in April 2026

j) **Awards Committee** – The Awards Committee recently met in relation to the WOYR and HOF Awards which will be presented at the IWIRC@ABI Conference. They will now focus on founders' awards which will be presented at the Flagship Conference.

10. Regional Reports

a. **Global** – S. Wilson reported on efforts to update the guide for best practices and checklist for information provided to new networks. Also considering a mentoring program for new networks that will be interested in being launched.

b. **Asia** – C Lim stated that 1st Quarterly call with IWIRC Asia Chairs in March to be chaired by Malaysia as the Ryan Award winner. An afternoon tea in Bangkok at the INSOL@Bangkok in May 2026.

c. **Canada** – N Jahja is focused on revamp Montreal network and collaborate with TMA Now for a Panel at an upcoming event. D. Hornbostel highlighted the success of regional cocktail party to engage across the country.

d. **Caribbean** – G. Bellfield is in growth phase – Bermuda and Bahamas getting set-up with Company and by-laws to kick off.

e. **EMEA** – G. King very busy with Leadership & Flagship Conference. Also other events, with Europe had the 1st conference in Rome and Ireland had the tea event.

f. **U.S.** – K. Mikkilineni stated that some coffee workshops and events before ABI and NCBJ.

g. **New Networks & Regional Development** – No Report other than what mentioned by S Wilson.

E Matsui encouraged regional chairs to confirm their attendance at the upcoming Leadership Summit in Dublin, with the option to send alternate representatives if unable to attend.

11. Conclusion. The meeting adjourned at 10:16 a.m. US EDT.

<u>Documents for Review in Conjunction with Meeting</u>

1. Message from the Chair
2. Financial Report
3. Communications

4. Member Services
5. Programs (Flagship, IWIRC@ABI, IWIRC@NCBJ, Virtual)
6. DIB
7. UNCITRAL
8. Judicial Liaison
9. Advisory Council
10. Asia Regional
11. Canada Regional
12. Caribbean Regional
13. US Regional
14. New Network & Regional Development

Schedule A

Role	First	Last
Chair	Eloise	Matsui
Vice Chair	Tara	Schellhorn
Finance Director	Jo	Hewitt
Past Chair	Evelyn	Meltzer
Governance & Risk	Stuti	Jain
Operational Management Director	Anne	Vanderkamp
Global Director	Sara	Wilson
Asia Regional Director	Claudia	Cheah
Asia Regional Director	Catriona	Lim
Canada Regional DIrector	Nerina	Jahja
Caribbean Regional Director	Gemma	Bellfield
EMEA Regional Director	Luci	Fry
EMEA Regional Director	Grainne	King
Latin America Regional Director	Liv	Machado
U.S. Regional Director	Krystal	Mikkilineni
U.S. Regional Director	Alison	Franklin
International/Flagship Conference	Kizzy	Jarashow
International/Flagship Conference	Aisling	Dwyer
Asia Regional Conference	Kai	Tan
Asia Regional Conference	Sharon	Chong
US (ABI & NCBJ)	Jen	McConnell
US (ABI & NCBJ)	Brittany	Michael
US (ABI & NCBJ)	Amy	Vulpio
US (ABI & NCBJ)	Megan	Clontz
Virtual	Jennifer	Lyday
Virtual	Alexia	Adda
Member Services Co-Chair	Bodie	Colwell
Member Services Co-Chair	Kara	Harmon
Member Services Vice Chair	Adine	Momoh
Communications Chair	Chrissy	Sanfelippo
Communications Chair	Melissa	Sydow
Communications: News Director	Sandy	Yeung
Communications: Social Media Director	Roopa	Somasundaran
DIB Co-Chair	Debby	Lim
DIB Co-Chair	Monica	Blacker
DIB Vice Chair	Dominique	Douglas
New Networks & Regional Dev Co-Chair	Bia	Faneca
New Networks & Regional Dev Co-Chair	Maneesha	Dhir
UNCITRAL Committee Co-Chair	Olya	Antle
UNCITRAL Committee Co-Chair	Katharina	Crinson
Vice Director Finance	Julia	Marshall

Judicial Liason	Elizabeth	Gunn
Rising Star	Amita	Chohan
Advisory Council Member	Leslie	Berkoff
Advisory Council Member	Mary Grace	Diehl
Advisory Council Member	Rita	Gismondi
Advisory Council Member	Jennifer	Kimble-MacGreevey
Advisory Council Member	Pooja	Sinha
Advisory Council Member	Lori	Vaughan
Advisory Council Member	Sejal	Kelly
Advisory Council Member	Blanche	Zelmanovich