IWIRC
connecting women worldwide

**<u>IWIRC BOARD MINUTES</u>**
**14 May, 9:00 am US EST**
**Via Zoom**

**1. Quorum** – The meeting was called to order by E. Matsui at 9:02 am (US EST). A list of those attending the meeting is attached as **<u>Schedule A</u>** hereto. Enough Board members were present for the Board to conduct business.

**2. Introduction** – E Matsui welcomed all the Board Members to the 2nd meeting for 2026. She thanked everyone for submitting reports which were included in the meeting pack for review.

**3. Approval of Minutes** – The first item of business was to approve the quarter one board minutes, though no comments or objections were raised during the meeting. All approved.

**4. Chair Report** – E. Matsui provided updates on upcoming conferences, including Leadership and Flagship in Dublin, highlighting 163 registered for Flagship and nearly 90 for Leadership. She announced that feedback would be collected after the Dublin events to inform decisions about the 2027 Leadership conference location, which will not be announced during the current meetings. E Matsui mentioned that we will release a survey after the conference, which people should complete as that will help assist decision on future conferences. She also mentioned that the Asia Regional Conference in Malaysia is being scheduled for 10-11th Sept 2026, and IWIRC at NCBJ in October San Diego. E. Matsui encouraged networks to utilize the available $50,000 USD grant budget, reminding network chairs of the policy and application process. CC Schnapp stated that slightly over $32,000 in grants for the previous year were approved and increased the current year's budget to $50,000.

**5. Update on SPTF –** T Schellhorn provided an update on the Strategic Planning Task Force ("SPTF"), activities, currently focused on branding initiatives and a new partnership with Thinc Partners. The task force has completed pre-work with network chairs and conducted interviews to gather information for improving member and external communications as part of the Brand Value discussion with Thinc Partners. Additionally, the SPTF is also developing protocols for partnerships with other organizations, with a particular focus on the successful relationship with INSOL. The finance-related aspects of the strategic plan, including sponsorships and dues, are still under consideration by the finance committee.

**6. Launch of the new IWIRC Website –** CC Schnapp provided an update. The team discussed the launch of the new website and addressed several user questions. Members raised concerns about duplicate member listings and network member page navigation issues, and highlighted the removal of member expiration dates from reporting spreadsheets, which network leaders found problematic. The team acknowledged these feedback points and committed to investigating solutions, particularly regarding the visibility of expiration dates in reports. The discussion concluded with recognition of the technology subcommittee's work in selecting the website vendor and implementing the new platform, which has generally been received positively despite some initial issues.

**7.** **Finance Committee Report** – J Hewitt provided an update on the 2025 accounts and audit results, which showed the organization was broadly on track with income slightly ahead of expectations and expenses aligned with budget. CC Schnapp explained that the auditor's note regarding a "material deficiency" in internal control was related to how voluntary membership dues were recognized, but this was determined to be appropriate and not a significant issue. The E-board had already approved the accounts earlier in the week, and would now like the wider Board to approve it. M Blacker and S Jain put forward a motion to approve it and M Dhir seconded it.

**8.** **Committee Reports**

a) **Communications** – C Sanfelippo announced a new initiative to create a conference digest from Flagship content, assigning committee members to summarize key takeaways from panels and repurpose them into a newsletter format.

b) **Membership** – B Colwell reported on membership activities, including collaboration with the virtual committee on upcoming events and positive feedback on monthly welcome emails.

c) **Flagship Programming** – K Jarashow discussed the successful rounding out of panels with experienced speakers for the Flagship Conference, highlighting the strong judiciary panel and encouraging increased registration through LinkedIn posts. E Matsui emphasized the importance of welcoming judges, especially those from traditional common law jurisdictions, to enhance the conference's reputation.

d) **US Programming** - A Vulpio reported positive feedback from the IWIRC@ABI virtual event and outlined plans for IWIRC@NCBJ including a call to discuss panel topics and an upcoming email for speaker nominations.

e) **Virtual Programming** - A Adda outlined four key work streams for the upcoming months, including Literary Society meetings, virtual pre-meets for conferences, a judicial virtual meetup, and a technical webinar on cross border updates in July 2026.

f) **Regional Programming** – C Cheah provided updates on the Asia Regional Conference, scheduled for September 10-11 in Malaysia, with plans to finalize programs and secure sponsors by mid-June. Launch registration by end June 2026.

g) **DIB** – M Blacker stated the DIB committee's efforts to integrate diversity, inclusion, and belonging across all IWIRC activities, with representatives serving on other committees and working on proposed framework language.

h) **UNCITRAL** – K Crinson reported on the organization's involvement with UNCITRAL Working Groups and expanding relationships with the Secretariat.

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 Founders' Awards which will be presented at the Flagship Conference. The Awards Committee was praised for implementing a more structured evaluation process. All members to encourage their respective networks to submit the Rising Star nominations which are Open now.

k) **Nomination Committee** – E Matsui stated that Board Nominations for 2027 would open at the end of June/early July and encouraged early nominations. E Meltzer noted that the nominating committee would meet shortly after the Dublin conference and asked for information about board members not planning to reapply. E Matsui also suggested to all board members to provide feedback on the new governance structure by the end of this month as that would assist with finalizing the nomination slate.

**9. Regional Reports**

a. **Asia** – C Cheah mentioned that she is planning to set up and conduct meetings with R&I professionals in Bangkok during INSOL Bangkok seminar to introduce IWIRC and explore potential new Thailand network.

b. **Canada** – Considering a Cross-country event.

c. **Caribbean** – G. Bellfield stated that they are trying to a co-ordinate call in next fortnight with Caribbean network/prospective chairs to share knowledge and support establishment of Bahamas and Bermuda networks.

d. **EMEA** – G. King stated that after the Leadership Conference the network to consider organizing a leadership/committee session at Paris conference for regional co-chairs/network leaders.

e. **U.S.** – No other update than that mentioned above for IWIRC@ABI and IWIRC@NCBJ.

f. **New Networks & Regional Development** – No Report other than what mentioned by C Cheah regarding the interest on a potential Thailand network after the IWIRC@Bangkok High tea.

**10. Conclusion.** The meeting adjourned at 10:22 a.m. US EDT.

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

1. Minutes of 5 March 2026 IWIRC Board Meeting
2. Annual Budget for 2026
3. Audit Report and Accounts for 2025
4. Communications Committee Report
5. Membership Services Report
6. Programs (Flagship, IWIRC @ABI, IWIRC@NCBJ, Virtual, Asia Conference)
7. Diversity, Inclusion & Belonging Committee Report
8. UNCITRAL Report
9. Judicial Liaison
10. Asia Regional Director Report
11. EMEA Regional Report
12. Latin America Regional Report
13. New Networks & Regional Development Committee Report

**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 |

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|---|---|---|
| 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 |