



IAI South Chapter Meeting - Minutes

Date | time: 6/30/2022 | 1:00 PM | Meeting called to order by Dave Harben

In Attendance

Dave Harben	President	<input checked="" type="checkbox"/>	Chuck Bailey	Vice President	<input checked="" type="checkbox"/>
Clever Bonilla	Secretary	<input checked="" type="checkbox"/>	Stan Coats	Membership/Education	<input checked="" type="checkbox"/>
Jessica Smith	Public Relations	<input checked="" type="checkbox"/>	Cary Jones	Advisor	<input type="checkbox"/>
Emily Kuhn	IAI Support	<input type="checkbox"/>	N/A	Special Guest	<input type="checkbox"/>

Approval of Minutes

N/A

Board

New board members Smith and Bonilla were introduced, and their roles and responsibilities were outlined. Smith will manage the South Chapter LinkedIn page upon granting access.

Discussion

The board discussed June 2022 in-person meeting. The feedback was positive, with one opportunity to improve. The networking portion was a success; many interactions, exchange of contact information, and knowledge sharing were observed. Even though it was a good experience, questions rose to the table, such as how we can engage all attendees for them to have an inclusive experience and whether board members are up to date with corporate communications from IAI regarding training.

The only opportunity observed by the board was the food. Coordination of the meal had some shortcomings, but critical takeaways were reviewed to prevent future occurrences.

The board discussed possible events for chapter meetings to engage in networking, such as a happy hour. Further, Bonilla commented on how the chapter board can be more attentive to our members by reviewing data analytics on membership trends. Currently, there are no data trends for the South Chapter.

Review of Ideas

The board discussed a few ideas that can enhance the experience for chapter members:

- Group Discussions
 - 30 minutes for a meeting recap towards the end for continuous improvement
- Creating a distribution list (DL) email account for the South Chapter



- The DL will be utilized to respond to chapter members and be a single point of contact for the board
- Creation of a survey of chapter members who attended the meeting. Survey questions will be based on content, location availability, and availability of chapter members

Recommendations

The board would like to propose that each board member goes through an updated course, the Interview & Interrogation Techniques, to be familiar with the revised standards. Further, to obtain an active member list from Emily Kuhn for the South Chapter. Lastly, the board will reduce the meeting time by an hour to assist chapter members with traffic congestion. The new proposed meeting time will be from 11 AM to 3 PM.

Next Meeting

The next in-person for the South Chapter will be in November 2022 in San Antonio, Texas. The location is still tentative, but communication will be distributed with ample time for travel reservations once confirmed.

The meeting was adjourned at 1:38 PM.

Approved by:

X

Dave Harben
IAI South Chapter - President