International Association of Interviewers (IAI)
Midwest Chapter Executive Board

Attending:

Kevin Morrison	Chapter President
Amy Sprang	1st Vice Chair
Grant Danby	Secretary
David Lund	IAI Executive Director

Meeting Start:

- A motion to officially begin the meeting was made at 2:03 PM, and the group approved it, allowing us to move forward with the planned discussions.

Upcoming Event

- Review the "Moderator Checklist" – please see bottom of the notes to see the run of show for this checklist
- Review logistics – how can we facilitate the best environment for both in person virtual
    - Option 1 for Virtual Attendees: Turn volume down and mute in the in person room, allow the virtual group to speak openly with each other without hearing in person, or being heard by in person groups
    - Create "rooms" in Zoom to ensure that the groups aren't too long
- Arrival guide will be developed by Kevin
- Lunch/Snacks – working on solidifying those plans
- Group members – continue to share and get the word out to people we are connected with on LinkedIn and within our professional circles
- Use of hashtags to ensure that people are gaining visibility
- Add conference call for the Friday before the actual meeting to ensure that we feel good about cadence
- Grant to create poll to understand day of week and time to best suit needs of the chapter
- Grant
- Overall discussion on driving executive board attendance
- Need to have group discussion around future chair positions before November

Meeting Adjournment:

- The meeting was formally closed following the Motion to Close, presented by Kevin Morrison at 2:26 PM and seconded by the whole group, signaling the conclusion of all scheduled agenda items.

Moderator Checklist
Before the Session
- Review the 6 prompts & talking points.

Opening the Session (5 min)
1. **Welcome & Purpose – "We're here to share real-world strategies for overcoming resistance during investigative interviews."**
2. **Introductions – Participants share name, role, and connection to interviewing.**
3. **Ground Rules – Confidentiality, respect, active listening, open-mindedness, no "right" answers.**

During the Session
- Use prompts in order; spend ~10 min on each.
- Encourage quieter voices, manage dominant talkers politely.
- Ask follow-up questions to deepen discussion.
- Summarize key points after each prompt.

Closing the Session (5 min)
- Recap key takeaways.
- Share follow-up resources or next steps.
- Thank participants.

Tips
- Keep discussion moving—avoid long tangents.
- Use body language and tone to show interest and neutrality.
- Virtual: call on people by name to ensure engagement.
- Capture standout insights (assign a note-taker if available).

Staffing Matrix – In-Person & Virtual Hybrid

# of Groups	Moderators Needed	Support Roles Needed	Recommended Role Assignments (Aaron, Jason, Grant, Chris, Kevin)
2 Groups	2 (1 per group)	1 Note-taker/timekeeper (shared), 1 Floater/logistics	Aaron – Mod 1, Jason – Mod 2, Grant – Note-taker, Chris – Floater, Kevin – Coordinator
3 Groups	3	1 Note-taker, 1 Floater	Aaron – Mod 1, Jason – Mod 2, Grant – Mod 3, Chris – Floater, Kevin – Coordinator
4 Groups	4	1 Floater (can also note-take)	Aaron – Mod 1, Jason – Mod 2, Grant – Mod 3, Chris – Mod 4, Kevin – Floater/Coordinator
5 Groups	5	Optional: 1 Floater (external volunteer if available)	All 5 serve as moderators, recruit external floater or assign one moderator to float between smallest groups

Notes by Grant Danby