

Fall AWSC & Assembly

New York North AFG Officer or Committee Report

Your name: Maggie Graziano

Date: 9/4/24

Office or Committee Name: e-Meeting Host

Report:

I have been reviewing the new zoom features that include AI transcription and meeting summary. Initially thought these 2 options would be valuable for any business meeting hosted by NYN. Tried the meeting summary with several NYN officers and coordinators. The results were not 100% accurate but thought it may be helpful for those responsible for creating the minutes.

At the AWSC meeting held on 8/24/24, Our delegate, Carol, shared information from the WSO regarding this topic. This is the WSO guidance:

The WSO Staff and Volunteers were asked not to use any AI tools unless licensed by AFG, Inc., which includes transcription features for web conference meetings. This approach is designed to protect identifiable information and the confidential nature of Board and other Committee discussions. As it was described, when we use free AI, "we are the product!" WSO Staff will continue its investigation into how to safely utilize the technology to improve efficiency at the WSO while protecting our fellowship from harm.

With this information, I removed the option to use the transcription or summary from our NYN zoom account settings.

Other activity has been creating new zoom meetings that are requested by officers and coordinator.

An issue occurred when a group that had a scheduled meeting, could not log into the meeting due to a member logging into another meeting not on the calendar just prior to the scheduled meeting, thus not allowing it to be started. To ensure this does not occur in the future, please do NOT access meetings that are not on the NYN calendar. Anyone that would like to use the NYN zoom account for NYN related business please contact the NYN e-meeting host and NYN web coordinator to ensure the account is available for your specific date and time.

I have reviewed several zoom training videos via the zoom website which are also located on you tube. There are several that may be useful to anyone new to using zoom and experienced zoom users as well.

Links to videos on YouTube that may be helpful are listed below: videos are 3-5 min long

1. Joining a meeting

https://youtu.be/pAMDxH_H_Cs?si=vrqxqISkRay0YTDy

2. Basic in meeting navigation

<https://youtu.be/02UmBR4UK58?si=6WhB2WqVfGHtv37U>

3. Pining and Spotlighting

<https://youtu.be/4Rly4y7ya9k?si=Bk2deYxPa6XVoE0C>

4. Meeting Layouts and Views

https://youtu.be/zGBRmCLIXVU?si=ie2-CVwzolH8IEF_