



## **AI Notetaking & Video Recording Policy**

*Approved at the March 20, 2026 Board of Directors Meeting*

### **I. Introduction**

AI notetaking tools and video recording have emerged as popular aids in capturing and transcribing meeting discussions. However, because automated AI tools store data outside direct Foundation control and pose a risk of data leakage, the use of such tools raises concerns regarding privacy, security, and the integrity of information shared within meetings. It is important that there be only one official report of Foundation sponsored meetings, in the form of meeting minutes, in order to maintain accurate and reliable records of meeting activities.

### **II. Purpose & Scope**

This policy governs the use of AI notetaking and video recording tools during Foundation meetings. It is a measure aimed at protecting sensitive information, maintaining the integrity of records, and fostering a secure communication environment. It encompasses both virtual and in-person meetings, and covers all types of video recording tools and AI notetaking tools, including but not limited to transcription software, voice recognition applications, and automated meeting assistants.

### **III. Policy**

- A. The use of AI-driven notetaking bots (e.g., Otter.ai, Fireflies.ai, Fathom), real-time AI transcription/summary tools, voice recognition applications, automated meeting assistants, as well as video recording tools are strictly prohibited unless expressly authorized.
- B. Meeting participants are expected to rely on traditional methods of notetaking to ensure the confidentiality and security of discussions.
- C. Meeting organizers and supervisors are responsible for monitoring adherence to the policy.
- D. The Foundation Board reserves the right to modify this policy at any time.

### **IV. Exceptions**

In certain circumstances, the use of AI notetaking tools and/or video recording may be permitted with prior approval from the meeting organizer or relevant authority. Such exceptions will be evaluated on a case-by-case basis, considering factors such as the nature of the meeting, the sensitivity of the information discussed, accessibility related issues, and the potential benefits of using AI tools.