



POLICY ON THE USE OF AI TOOLS FOR MEETINGS

I. Purpose

CREW Boston is committed to creating an inclusive, respectful, and secure environment for all members participating in our committees, board meetings, and other collaborative spaces. Meetings serve as a platform for the exchange of ideas, strategic planning, decision-making, and fostering collaboration among our members. To maintain trust and ensure accessibility for all, we are setting a clear policy regarding the use of AI-based tools that record, transcribe, or summarize meetings.

II. Policy:

Effective immediately, the use of AI-enabled tools (e.g., Zoom, Teams or similar applications) that record or transcribe audio from any CREW Boston-related meeting (both in-person and virtual meetings) is **not permitted**. This policy applies to:

- Committee and board meetings
- Working groups and planning sessions
- Any meeting conducted under CREW Boston's name or related to its business

III. Explanatory Notes

While these tools offer convenience, we recognize that:

- Maintaining accurate and reliable records of meeting discussions is paramount.
- The use of AI recorders may discourage open participation or cause members to decline involvement altogether.
- Some members' firms prohibit the use of AI transcription or voice recording due to confidentiality or security concerns.
- Members may not feel comfortable disclosing such restrictions, leading to unintended exclusion.

We believe that disallowing AI recording tools ensures a level playing field and fosters a more inclusive, welcoming environment.

Requests for exceptions to this Policy shall be submitted in writing to the Executive Director and will be considered on a case-by-case basis and remain in the collective discretion of the President, President-Elect, and Executive Director.

Approved by the Board: September 9, 2025