

Webinar Transcript

AI Generated board minutes - Time saving tech or risky business

Welcome to our webinar today titled AI generated board minutes. Is it time saving, tech, or risky business? This is gonna be an interesting session. My name is Sean McDonald, and I will be your moderator for the next forty odd minutes. Firstly, thank you for attending today. We always always appreciate the effort you make to be here for our live webinar events.

During the session, if you have any questions, please try and use the q and a button or the question button on your toolbar. Just enables us to keep track of things a little easier.

And finally, if you stay through to the end, which, of course, we hope you will do and as is customary for our webinars, we have a special treat for you. By answering our really short one minute survey at the end of the webinar, you'll go into the draw to win our beautiful gift hamper worth over four hundred dollars.

Now for those who are not too familiar with BoardPro, we are a board software provider sometimes called a board portal, and we serve just around thirty five odd thousand users around the world. I think we're in about thirty six different countries these days.

We enable organizations to prepare for and run their board meetings more efficiently and effectively with less time and deliver more impact and value for the organization.

And as much as we are a board software provider, part of our wider mission is to make the fundamentals of governance free and easy to implement for all organizations, especially those organizations with resource constraints.

One of the many, ways we do this is provide by providing access to our many business templates and guides on our resources page. And, also, these webinars we host are a great way of, accessing key governance knowledge without the time commitments and costs associated with those in person events because our webinars are free, of course.

So for the next, forty odd minutes, just sit back, relax, and try and add to the discussion by asking as many questions as you would like.

A full recording of the webinar along with the slide deck, the minutes, sorry, the minutes, the, the white paper that we'll be providing from AICD, Helen.

And other resources will be sent to you after the session today.

So let me have the team, which is Helen and Danica, introduce themselves starting with you, Helen.

Everyone. I'm Helen Van Oaten. By day, I am a professional director and board chair, but I also run a training and consulting business called Directly. And at Directly, we're very focused on empowering boards and execs to lead with confidence in the AI era, offering training, insights, and governance tools to help you turn that complex technology into strategic advantage.

Over to you, Danica.

Yeah. Kia ora, everyone. I'm Danica McLean. I run a company called Board Administration Services, which provides secretarial support for boards and other organizations that require minute taking and governance advice.

I'm also a self proclaimed AI enthusiast and geek, and my natural curiosity has gotten me deep deep deep into the efficiencies that AI can bring, to both my personal life and work life.

Fabulous. Let me just move on. Over to you, Helen.

Okay. Beautiful. So as you guys have picked up already, both Danica and I are heavily into AI. We use it across pretty much everything that we do. But AI is very, very rapidly moving into the boardroom space and across a whole lot of organizations.

So when we were talking earlier in the year, we thought that this was a really important conversation for us to start having. So just to frame this, today's it is not a technology presentation. If you want tech presentations and details of AI, we'll talk about where you can get information on that later. But today is about governance fundamentals.

It's about AI starting to creep into the boardroom administration's field, and how important it is for us as directors, company secretaries, executives to understand that as soon as AI touches our minutes, we have got governance and legal risks. And really importantly, we need to understand what the benefits are and what the blind spots are.

I am not a lawyer, but I am a director, and I'm an AI expert, and I have read a lot of legal opinions and reviews on this topic. And, very helpfully once I put all of the slides together, on Monday this week, the Australian Institute of Corporate Directors very kindly released another sort of forty page paper and legal opinion on the topic. So I've tried to weave that in as much as I can through this presentation as well. So before I hand over to Danica, I just wanna sort of reemphasize why this matters to us as board directors. So we know that AI is already starting to be used for board administration, creating agendas, scheduling pre reads, and I'm sure Sean will touch touch on what BoardPro is doing in this space in a little bit.

For New Zealanders, the Institute of Directors publishes its top five topics that, directors need to be thinking about. And for twenty twenty five, boards positioning themselves for rapid

technological advancements by integrating AI was one of them. In fact, I just did a, a podcast with the Institute of Directors on this a couple of weeks ago.

And then that final piece is about the need for accuracy.

So we know as directors, if we ever end up in court, it is the minutes that we are gonna be held up to, and that is the true and accurate record of our board meeting. If we haven't got those right, then we are gonna be in a whole heap of trouble.

So it's really important that when we start thinking about bringing AI into our boardrooms that we're really going in with an intentional lens, with an informed lens, and we really know what we're getting ourselves into. So during this presentation, I'm sure Danica and I based on past working together, we'll bounce off each other, but we very deliberately, for this talk, taking opposing views. So we're taking different perspectives to try and make sure that you get access to the broad spectrum of what the good is and the bad is and the ugliest. So, we'll deliberately take differing views. That's not necessary because we disagree with each other, but we want you guys to get the opportunity to see the whole spectrum of thinking on it. So on that note, I am gonna hand over to Danica who's gonna start talking to you about what are those strategic opportunities.

Yeah. Thank you, Helen. And I just wanna caveat that, this with it. This is actually quite difficult for me to just take pragmatic positive stance on this because I am aware of the risk.

But this does have a lot of potential, and you may have already seen some of the products that are out there. Some of the big companies are already building them in like Microsoft Teams, It both transcribes online meetings, and Copilot can be used to do summaries of the meeting notes. You've got Zoom companion built into the pro, pro membership, and that automatically transcribes and summarizes meetings if you invite it to. Google Meet has Gemini doing that for you, and then there's the paid AI powered transcription, and summarizing programs like Otter AI, like Fireflies dot ai, like Fathom dot ai.

There's numerous ones out there on the market, but those are kind of the top three that I personally trust.

A colleague of mine uses Otter AI. I prefer to use Fireflies, and I know that Fathom dot AI is kind of the most highly rated on the market at the moment, but of course everything's very quickly changing.

And I think when you're choosing which AI software you want to use, you need to be aware that you need to pay to gain security in most cases. You can't just use the free, free option when you're uploading things like board meetings, because they're obviously highly sensitive. So a lot of those companies have those security protocols built in and your data is safe there, it's cached within the software.

It I just want to say it works best for online meetings.

It actually plugs into your your Teams, your Zoom, your Google Meet, your Skype, whichever, process you're using. You can either invite it via email to join that, that meeting or some of them actually have an API integration into those softwares.

And when it's online, it can kind of identify who everyone is very easily and it can transcribe very easily what's being said, But you do run into a little bit more difficulty if you've got a, a in person meeting and there are multiple people in the room.

So there are two ways to do that. You can either have your laptop recording it live with the program running in the background, or you can record the meeting separately and upload that sound bite into the software, and it will then transcribe and summarize for you. But I do recommend having a good quality microphone in the room if you're going to be doing that because it can struggle otherwise picking up the different voices and can't necessarily identify who's who. Now the wonderful thing about these softwares is you can, tailor the summaries to whichever kind of style you like. So a lot of them have already got built in options for an executive meeting or a sales meeting or an HR onboarding meeting, you know, like a a doctor's, consultation, as well as board meetings. The board meetings are obviously a lot more nuanced and need a little bit more feedback in terms of the style that you want, but the wonderful thing about these programs is that they are teachable.

So you can give them feedback and you can ask them to do the summaries in a different way, and they will learn that. And you can ask them to retain that style for future meetings.

So what are the strategic opportunities?

Really, it's it's all in time saving.

There's real time kind of, decisions and capturings that they do are very helpful for consistency.

They, are much more kind of accurate sometimes than people can be if there are differing views of the conversation that was in the room and you have them immediately.

You can also, with that consistency, kind of allow your teams to track those trends and patterns across different meetings and over time because they're being consistent in the way they're being captured. And that enhances transparency, and makes it historically a bit more accurate when you're reporting and putting this through to auditors.

In terms of a strategic focus for governance teams, really, it's around freeing up time, like I said. So automating that minute taking frees up time for the administrators or the board secretaries or the Cosecs in the room, freeing them up to do higher value, more strategic work.

It reduces that administrative burden, not just in the minute taking, but the AI that's built into some of the board softwares, helps to do a lot of the back end work when you're producing agendas, making work plans, etcetera.

And it supports better use of governance expertise across the organization because those staff are then more available because they're not not spending hours and hours and hours writing the minutes from the meeting that they just attended.

So it enhances board support by improving the quality of board reporting and simplifying follow-up.

So it it's got, sorry, I just have a drink of water.

Mhmm.

It allows that, sorry, the the quality and simplifying follow-up.

The quality ties back into that consistency when you're using the same program and you've taught it in that way and you're teaching it and it's learning and it's retaining that knowledge. That consistency creates much better reporting standards and it simplifies follow-up in terms of the action tracking that the software actually does for you. So it can extract actions out of the summaries that you and the boardroom didn't necessarily pick up, which can be really useful for just adding a different lens on things and, picking that up like that can open your eyes to what was actually being said that was maybe missed when you're in the boardroom itself.

And, it obviously helps the board professionals, the governance administrators in the room to deliver a more proactive support because it speeds everything up so much more quickly. It automates those actions. It just makes that part of life a breeze.

And again, it's very helpful if you're using multiple entities or you've got lots of different committees. Having that software in place for all of those ensures consistency across all of them. So you can have that same tone, that same presentation in that same format across all of those committees or all of those groups, subsidiaries. It makes it very useful for auditing for, company records purposes, and it reduces the compliance risk of, you know, different different or uneven or poor quality documentation in some of those areas versus others if you've got different people taking the minutes.

Dean, we have a few questions that have come in. First one from Chisholm.

He's he writes, most boards in my country still face have face to face meetings.

How can one still use AI to draft minutes?

Who wants to tackle that one?

I'll do that. Sorry.

I was on mute. What I talked about earlier is if you use one of those AI transcription programs, you can actually either have it running through a laptop in the room while the meeting's going on, but I do recommend that you have a microphone attached to the laptop for that, Or you can

use a recording device, to record the meeting, and you can upload that recording into the software, and it will transcribe it from there.

Right. And, Lucy was asking, what was the name of your preferred provider?

I like Fireflies dot ai, but that's because that's what I've paid for, so I've got a certain loyalty to that. Otter dot ai is the other one, or fathom dot ai are the three kind of market leading programs.

And Nathaniel's asked, what percentage or amount of time do you think is realistically achievable using AI to assist recording minutes? Like, how long I think what he's asking, how long does it take to come up to speed?

It takes a bit of time investment, and you kind of wanna run it over a few different meetings to really finesse it to the point that you are happy with.

So it's pretty quick in terms of that feedback loop when you're telling it what you want it to change and improve on. And once you get it to a point where you like it, in the next meeting, you can ask it to repeat that, but it might just take a few bits of tweaking.

You know, it's probably taken me a good six months of multiple meetings to get it to a point where I'm I'm you know, can rely on it.

Great. And Lindsay's, well, a little bit little bit detailed here. What is what are the benefits of Fireflies versus Otter?

That's negligible. It's just really the interface and the way that you like the look of things.

Same same, but different.

Yeah.

Very good.

Josh, we've got a number of questions coming in here. Please, if you can try and use the question bar on your toolbar rather than chat, just enables us to track all these really easily.

Edgar's asked, with or without AI, the ratification of the previous minutes lies at the responsibility of the board, of course. Where is the concerns with recording minutes via AI? We're gonna get into that. Right?

Absolutely. In a lot of detail.

Okay. Great.

I'll just say, when you're using these softwares to take the minutes, you still need to copy and paste those into your minute format that you normally have. So whether that's board software,

where you copy paste it into the minutes there, or you use your standard minute template and save that into your company records. You can't just leave it within the minute taking software. It does need to go on as official record into your company records as well.

Great. Excellent. Moving right along.

Right. So in terms of the actual operational gains, in terms of time and consistency, the biggest benefit is how quickly it speeds up the drafts of those summaries. So it's almost instant transcripts, and then the summaries come within minutes later. So that greatly greatly reduces minute preparation time. When I first started out, I used to both sit in the meeting and record it, on a dictaphone, probably showing my age here, and, then go away and I'd listen back to it and look at my notes and I could spend hours and hours and hours, like if it was a six hour meeting, I could spend up to twelve hours writing those minutes, using this software. It does it within minutes. So it's incredible in terms of time saving, but it does take a bit of time in terms of that human oversight to train it and get it to a point where you're happy with it.

The obvious, other benefit is that you're not typing or or handwriting notes while you're in the meeting because you're relying on that transcription to capture everything. So it really, as I said before, it improves consistency in those minutes and those actions and those decisions because it's constantly using the same format and the same technology to to record those. And with your training and your input, you get it to a point where it's always very consistent.

Again it identifies and defines actions, so both the actions that you as a board and the chair kind of say we're gonna have that as an action.

It picks those up, but it also picks up, like I touched on before, other actions that you didn't necessarily pick up on, but that it's, inferred out of the conversation. If you're talking about something that's happening in the future, it might say, well then, the CFO said that they would do this and bring that report back to the board, which just helps to keep on top of things. You can then, as the administrator or the person that's managing the minute process, just remind those executives or those people of what was expected of them from the meeting.

It's also quite precise, you know, in the summaries that it uses. It uses very accurate wording and it can sometimes word it in a way that you wouldn't naturally have done, which can just, again, create clarity in terms of what's being expected from those actions.

And of course, if you're using board software like BoardPro, having the actions within that software helps to, strengthen that accountability and progress tracking between meetings with live updates.

And of course, it reduces the external support that's needed. So you've got lower reliance on people like me. I don't want to sell myself out of a job, but those external minute takers, or the people within your organization that are spending hours on doing those minutes, it frees them up so you can run a leaner kind of internal governance team that's more self sufficient.

And it obviously has cost efficiency savings when you're not paying for salaries or hourly rates and people spending those hours and hours doing the minutes.

Helen, over to you.

Okay. I think it's just really helpful for us to know. I I've been reading through the q and a, and, we're not actually gonna talk to a lot of these at the moment because we'll come back to them because I've I cover quite a lot of that in my content. I just thought it'd be very helpful for me to know at the moment if people can just quickly vote on this poll.

Who's using it right now? Who's really comfortable with it? Who's maybe thinking about it?

Just have a quick look through those questions, and let's just get a quick pulse of where people are at in terms of how they're using AI. And this is specifically for board minute taking and not wider organization.

Gosh. It's a pretty good spread, isn't it? Just give it another twenty seconds.

Do you wanna just share the results there, Sean?

I will.

Interesting.

Okay. Well, based on what I'm about to tell you, you may be a little less comfortable, because I'm just trying to talk I'm about to talk to you about really, if you think about it from a board's perspective, our role with minutes our our role with any meeting is have we discharged our duties of care and diligence? And that applies to us with the board minutes as well. So what we're gonna talk to now is just some of the practical risks of using AI to capture board minutes, a little bit about its judgment, and then some real practical steps around what we need to do to make sure that we are using it properly.

So I'm just gonna quickly pop through these. The first thing to remind you is that AI does not understand your boardroom politics, but the lawyers and regulators will. So if you always think about your minutes as being that's the thing that may be held up in court, and before you hit the record button, just ask yourselves, do we want this to be preserved?

So that's just my sort of my framing before I start talking. And as I said, we're deliberately taking kind of extreme views to just let you find your happy space in the middle.

So misinterpretation, there is a lot of nuance. Somebody in the comments asked a question about nuance. As as we're speaking in any board conversation, the conversation is flowing quickly. There is nuance. People are interrupting. There's industry jargon.

It might not always pick it up. In terms of context and tone, if I've said something it will still record that exactly the same way as if I've said it genuinely.

If I've got caution in my voice, if there's tension in my voice, I'm not quite sure about something, AI is not gonna pick up on any of that. A whole big piece around security concerns. So the company that you're using, what's their cyber policy? We all know that the threat vectors with cyber are actually upstream and downstream. And if all of our board meetings have been captured and are now sitting on a platform that has a cyber attack on it, how comfortable are we that our board meetings are sitting there?

Obviously, it doesn't have judgment, and I'll actually just jump onto that on the next slide in a second. But we've all heard about hallucinations. Right? So AI is the king of hallucinations or queen of hallucinations.

And in fact, in the AICV paper that was published at the beginning of the week, one of the phrases that it wrote, which I thought was just brilliant, was, plausible sounding but inaccurate.

So that human oversight of what those minutes are is so, so critical because AI does make stuff up all the time, and we all know that it is really helpful, but it is not a hundred percent accurate.

So just jumping on to the next slide, please, Sean.

Ultimately, minutes are capturing what matters, not recording what is said. So in any board meeting that you are in, we're all talking about a whole load of different things. And where we settle as a board isn't necessarily where the conversation went. And sometimes we might want all of that included, and sometimes we might not want that included in the minute in the minutes.

AI is listening, but it can't read the room, and it can't pick up any of those nonverbal clues. It hasn't got any emotional intelligence.

It can't pick up the raised eyebrows, the size, the silences.

And AI can also be very, very literal in the board minutes that it captures.

Now I know with Danica and with any other human company secretary, they're not just listening to the conversation when they're making notes. They're listening to the intent intent. They're listening to that nuance. They're picking up the what's being said, but also how it's being said.

And that nonverbal communication, that emotional intelligence is so, so critical. And in five years, I'm sure AI will be good at that as well, and they will have cameras on everyone. But right now, it doesn't. So it is not picking up any of that EI or nonverbal communication.

Awesome.

Of that sorry, Helen. Just saying.

A lot of that is in the actual body language or facial features, and we obviously don't have cameras on people in the boardroom yet.

Another really big piece around AI not being able to replace the human judgment is in that contextual discretion.

So, ultimately, it doesn't have an organizational memory. It doesn't have any cultural understanding. It doesn't understand the difference between a throwaway comment, a facetious comment, or a really critical comment and remark. It's just recording all of it.

I actually used AI in an onboard meeting the other day, and I read back its summary, and I was like, oh, that's really interesting because there was two or three times when we kind of went off on a bit of a jokey tangent, but it actually recorded that as if that was the conversation. And so this is all gonna end up, obviously, with having a human in the room who's really intentional about these minutes. But just think about what AI can't do as well as, what it can do. I love the comment from Andrew.

Equally, no one ever wrote the CFO raised their eyebrows. No. They didn't. But equally, that might actually inform what's written in the minutes rather than, what isn't.

So just jumping on to the next slide, please, Sean.

Just before we do Yep. We've got over twenty five questions, so we're we're not gonna have any time to answer those. I don't think so. What I think we'll do, everybody, is hold a separate q and a session after this webinar at a probably early next week. You happy with that, Helen, Danica?

Paula. Yeah. We'll check diaries. But yes.

Okay. Excellent.

This is where the rubber really hits the road. Right? So, as you know, any notes that you're making as a director are discoverable.

There's two sides to this. So one is legal privilege, and one is discoverability. So the more records that we have got, the more exposure there is if you do end up in court. So you need to be really, really ruthless about what is retained and treat every single draft that you have got from an AI or whatever it is on the basis that that could end up as exhibit a.

So there's been quite a lot of legal comment over the last few weeks. The first paper on this was, one from the US last year, which is what snagged my interest, but actually, Simpson Grissom in New Zealand have just published, something on this as well. And this is around your legal privilege. So you know that when we're in a board meeting, sometimes we'll be talking about something that's legally privileged and confidential. We've got the lawyers in the room. If you've got AI listening to that, does that break legal privilege?

So nobody has fully landed on this yet, but there is definitely commentary starting to emerge to say that if that privileged information is on a third party platform, the privilege could be waived.

Since some Grierson actually said that you could inadvertently expose privileged information if that data input is goes in without strict controls.

And that, for example, if your AI automatically disseminates the minutes to people who aren't in that room, then that again could break the re legal privilege. So as I said, it's a little bit uncertain about this at the moment. It's that nobody's come out yet and said a hundred percent sure, but that is something that is really important for us as directors to bear in mind when we're having a legally privileged conversation.

The other side of it is about the discoverability.

So the fact that your AI summaries, your drafts, your scanned transcripts, they can all be subpoenaed in litigation. And if you've got multiple versions of the truth, that is gonna be so much fun for the the prosecuting lawyer. Right? If they've got three or four different versions of what was actually said in the board, and they're trying to nail us down on something. So just be really, really aware of what are you doing with your AI recordings, where are they being recorded, are they vulnerable to cyber, And at what point are you allowing AI in the room from a legal privilege and discoverability perspective? So that's very meant this is meant to be kinda making you sit up in your seats a little bit and go, oh, I hadn't necessarily thought about this because these are really important things for us direct as as directors when we are thinking about discharging our responsibilities.

So I've kind of given you the little bit of the eek moment. So if we just jump on to the next slide, there's some really practical, what should we do? What does good governance look like? So this is really what I want to leave you with more than anything else, which is what to do well.

First thing and, actually, I haven't written it specifically on the slide, but remember there's a pause button. So if you've got AI in your meeting and there's something that you want to talk about that is legally privileged or you're thinking, I'm not sure that we would want this ending up on record, hit the pause button and go back to the old fashioned way of human minutes and somebody just capturing the what's being said rather than having AI record that whole thing. Secondly, the AI assisted draft, and Danica talked about this earlier. Right? It produces a really, really good draft very, very quickly, but that is the drafting tool only. It is never a decision maker. Always label those outputs as drafts and make sure that that is not the final version that goes out.

For your policies and protocols, make sure that you are using a reputable vendor. Make sure you've thought about data storage. Make sure you've vetted the tools that you're using.

What's the version control? You know, this is the draft one, which is the final one.

And make sure that at the end of it, you are getting rid of all of those drafts and all of those AI minutes. You can you can switch them off. You can delete them. Make sure that they're not left there as potentially incorrect or variable versions of the truth.

That human oversight and consent, reminding the board of the AI in every meeting. So this is on the chair's on the chairs rule. Right? So at the beginning of the the meeting, make sure that the board, ideally has some training before the first time you're using it, but there is a briefing. What about the risks? What about the limitations? What is best practice?

And make sure that that that's reminded each board meeting.

Danica, do you wanna add something to that?

Just letting everyone know that there is the option to not record and not use AI. There's been a few questions here saying what if, you know, what if it's not appropriate?

Board doesn't consent? It's a board decision whether to use it or not. Absolutely. So no one should ever assume that you can just run it in the background.

Yep. Yep. Totally. And the chair should always remind the board that AI is running and, you know, anyone on the board can at any point say, hey. I'm not comfortable with this discussion being recorded. Let's just pause it, have the human jump in, and then go back afterwards.

We've talked a little bit about, professional upskilling.

And then there's finalized minutes. So make sure that you have a one record rule. So at the end of it, once you get back to your next board meeting, as you know, at the beginning of meeting, we'll say, yes. Is this a true and correct version of the record?

Yes. That is a PDF. It is a single PDF. All of the other versions are ideally deleted.

And then we have that is the formally approved board minutes, which actually reflects the conversation that the whole board is happy to agree and has added their piece. So as we've gone through this, that human review and that human human in the loop, which is a very common term in AI circles, is that human review is non negotiable.

They are testing for accuracy. They're testing for bias. They're making sure that, what we have captured is actually the true record of the conversation. And, again, within your organization, make sure that you've got really clear accountability with it, whether it's the COSEK and then the you know, what the line of the chain of approval is, and it's probably the same as with paper minutes. Right? So the COSEK does them to the chair of either the committee or the of the main board, and then it goes out to the wider board. So you have that clear chain of this is who's accountable at what stage to make sure those minutes are accurate.

If you're nervous about it, maybe start at committee level. And then once you're comfortable with it at committee level and you you know, how it's working, then you bring it up to the main board.

But another really important piece is the legislation is changing all of the time in this space. So you can't just set and forget. You need to make sure that you are regularly reviewing. Like, literally this week, a whole paper and legal opinion came out on it. So I had to change not

change tack, actually, just to reinforce a lot of what I was going to say today. But you need to, with whatever legislation, regulatory regime you are under, make sure that you are checking it.

Okay. I'm just gonna shoot on to final reflections, which will hopefully leave us a couple of minutes, for some, questions at the end.

Sean, if you could just jump on to the next slide.

I will.

There's just a quick question from Nathaniel on chat.

Have you guys experimented with, voice enrollment recognition and AI?

I have an Sorry.

I think what he's talking about is actually already there. I don't know what he means by enrollment, but voice recognition is already there within the software.

So Otter dot ai, Phantom, they all pick up on voices, and you can name them, and then it uses that unique identifier to be able to know who's speaking in the future. I think there was another question there saying, can you use that to see who contributed more to meetings? The answer is yes. It actually does that for you. It tells you which person spoke, by which percentage during the meeting.

Thanks, guys.

Okay. Final reflections over to you, Danica, to start on the, the left side.

Yeah. I think, this has amazing potential.

It personally, I think that it's better suited for more internal type meetings when there are less people or meetings that are purely online.

You need to have a very careful consideration around whether they're appropriate, because I think it does limit free and frank conversation, and you do need to be aware of the time that you'll spend actually editing and, teaching the software to get to the point that you need and whether you could have actually just drafted those minutes and that time yourself.

But I think there is definitely a place for this, and there are definitely time advantages to be had, and it's fast moving. So watch this space, but be, be aware of what you're signing up for. Be diligent about the security that's there within the software you're using, and I think make sure you've got the right controls in place as to who can actually access that software.

Yeah. Love that. Love that.

And on my side, I know it just probably didn't come across in this, but I'm a massive AI advocate.

I use it in pretty much everything I do. Although that said, I don't use AI on any of the boards, not to record any of the boards' meetings that I'm in. So I'm across a number of different boards, and we don't use AI in any of them. And we've talked about it at all our board meetings, and we're still being very, very cautious about it for all of the reasons that I've just run through. So my final reflections, AI doesn't shift accountability. Directors are still on the hook, and those minutes are either your shield or your sword when you're in court.

So they might be your best defense or they might be your biggest vulnerability.

So making sure you've got AI comp AI governance is a really core competency for you and your board. If you haven't got enough literacy in your board, we've got some resources on the following page. But, actually, you wanna just jump onto that, Sean.

But my final thought is really be cautious, be pragmatic. There's a massive opportunity, but you just need to make sure you've got the right frameworks and steps in place. So just in terms of the resources and next steps, as Sean said, that AICD paper we can send out this week.

I wrote a blog on this, but it's before Christmas, so it hasn't got the latest thinking on that. And the Institute of Directors in New Zealand has just done a wider, director's guide towards, governance, for AI.

And then on the right hand side, look, Sean's even offering you a discount here. I recorded, I think about a four and a half hour, boardroom AI master class, a couple of months ago.

So if you wanna know everything about AI, all the opportunities, how you can use it in the in the boardroom, and how to govern AI really, really effectively, that is a resource available from BoardPro with a discount code today. So okay. Sean, I'm gonna jump back to you to try and synthesize what we didn't cover in all of those questions, and so so a couple to Danica and I to finish up.

Okay. Well, we've got forty five questions, so I'm just going to pick at random. Let's have a look.

Can I jump in? Because I think there's a bit of a theme in some of the questions around, language identification, specifically around Maori, words and language.

Mhmm.

They are designed to recognize something like thirty eight so many different languages depending on which one they are, but they are all built in America in Silicon Valley.

Yep.

They do have that American type bent.

They're not necessarily great at picking up accents or different languages within a meeting, I've found.

But in saying that, ChatGPT is actually very good at, translating into Te Reo. If you're talking about Maori specifically, you can talk to it in Te Reo itself, in a written form, but it's not very good at doing the verbal form.

Thank you. It's one from Kylie.

Once minutes are approved by the board, is the practice to delete the recording in the draft that seems unwise for these to be stored? We covered that.

But, it's fine.

Absolutely.

Yep. There's one for you there, Sean. Is BoardPro looking at integrating AI Minute Maker into their package?

Yes. We we already have AI in the tool.

It's not all that visible, though. It's in a in the process area. But we're working on, programs at the moment in the AI space, so watch this space.

Exciting.

Let's have a look here.

Margaret's risen. Hi. Using AI in any meeting can be precarious, which, of course, it can. In the community sector, we are asking at the start of each meeting that no one is allowed to use AI to record the meeting unless they have a specific disability. Thoughts on that?

It's your prerogative. If you have duly given consideration to it and you're not comfortable with it, then that's completely acceptable.

Just would say just don't, you know, self limit yourself if you're just doing it out of fear. It is worth exploring.

There's a number Make sure you've got the wider precautions in place as well. Yeah.

Just hit those guardrails.

Number of people have asked, about resources. So they're back on this page here.

These are the three key resource the four key resources including the master class.

But we'll include this in the email follow-up. So you'll get the, the two white papers and a link to, Helen's blog article on the email that I'll send you out on Monday morning.

So we're out of time, team.

That went fast.

It did go fast.

So feel free, everybody, to connect with Helen and Danica on LinkedIn. I'm sure they'll appreciate your connection there. As I said, you'll receive an email from me on Monday morning, which will include a copy of the recorded webinar, the transcript, transcript, the presentation slides, and all the resources. I think I've got everything.

Yep. All of those things. So just as you leave the webinar now, don't forget to complete our one minute survey going to the draw for our beautiful hamper. I'll announce the winner of that on Monday as well.

Thank you everybody for all your great questions.

There's forty seven unanswered questions, so I'm really sorry we didn't get the opportunity to cover those. But as I said, we'll we'll hold a separate q and a session hopefully next week. We'll just see if if Helen and Danica are available, and it'll be just on those questions and answers, and we'll publish all of those to everybody after that session. So, thank you again for your attendance, everybody. Really appreciate it. I hope you enjoyed the session today. Thank you, Helen and Danica, for a really awesome conversation.

I look forward to seeing you all, everybody, at our next webinar, which is next week. Have a great day.