



# ARTIFICIAL INTELLIGENCE

PUTTING IT TO WORK FOR YOUR CLUB:

NOTE TAKING, WRITING, AND OTHER TASKS

Tom Jones  
Hershey Rotary Club  
District Learning Assembly  
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# AI FOR NOTE TAKING WHY?

- CONSIDER WHETHER TO REPLACE YOUR PEN AND PAPER OR KEYBOARD WITH VOICE DICTATION AND AN APP ON YOUR PHONE OR TABLET, OR SOFTWARE ON YOUR LAPTOP
- WHY?
  - EFFICIENCY
  - HELPS KEEP MEETING PARTICIPANTS FOCUSED ON CONTENT AND DISCUSSION
  - DEPENDING ON THE APPLICATION OR SOFTWARE, CAN ENHANCE COLLABORATION DURING EDITING



# AI FOR NOTE TAKING

## WHAT ARE YOUR SPECIFIC NEEDS?


- LIVE VS VIRTUAL VS HYBRID MEETINGS
  - DURATION RANGING FROM BRIEF CHAT TO LENGTHY MEETINGS
  - OTHER MATERIALS, SUCH AS PRE-MEETING AGENDA, OR EMBEDDED PRESENTATIONS
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# AI FOR NOTE TAKING HOW?

- TOO MANY OPTIONS TO DISCUSS THEM ALL, OR GO INTO DETAIL (EXAMPLES INCLUDE OTTER.AI, LETTERLY, MINUTES, FIREFLIES.AI, JAMIE, OWLL, SUMMARY)
- MANY DEVICES HAVE NATIVE APPS THAT RECORD AND PRODUCE BASIC SUMMARIES
  - POSITIVES: NO EXTRA COST; POTENTIALLY MORE PRIVATE
  - LIMITATIONS: SHORT DURATION OF RECORDING; NO SPEAKER IDENTIFICATION; NO CONNECTIONS TO MEETING SPACES; NO SHARED WORKSPACE TO EDIT, NO ACTION ITEM EXTRACTION
- DEDICATED AI MEETING/NOTETAKING APPS
  - POSITIVES: SPEAKER IDENTIFICATION; ACTION ITEM EXTRACTION; SOME HAVE SHAREABLE WORKSPACE AND SOME HAVE MEETING BOTS THAT AUTOMATICALLY JOIN PLATFORMS SUCH AS TEAMS, ZOOM, GOOGLE MEET
  - LIMITATIONS: SUBSCRIPTION FEES (BUT SOME OFFER FREE VERSIONS AND/OR DISCOUNTS FOR NON-PROFITS); TRANSPARENCY OF PRIVACY CONSIDERATIONS ISN'T ALWAYS OBVIOUS (WHERE ARE THE RECORDINGS, TRANSCRIPTS, AND SUMMARIES STORED?)



# AI FOR WRITING TASKS WHY?

- CONSIDER WHETHER YOU WANT HELP EDITING VERSUS HELP GENERATING CONTENT
  - WHY?
    - EFFICIENCY
    - LACK OF CREATIVITY AND INSPIRATION
    - INCREASED CONSISTENCY IN BRANDING AND VOICE (ALIGN WITH 4 WAY TEST, OBJECT OF ROTARY, 7 AREAS OF FOCUS WITH YOUR PROMPTS, SPECIFIC AREAS OF EMPHASIS FOR YOUR CLUB)
    - IMPROVE CLARITY AND PROFESSIONALISM OF YOUR WRITING
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# AI FOR WRITING TASKS

## WHAT ARE YOUR SPECIFIC NEEDS?

- EMAILS
  - WEBSITE CONTENT
  - NEWSLETTERS
  - SOCIAL MEDIA POSTS
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# AI FOR WRITING TASKS HOW?

- TOO MANY OPTIONS TO DISCUSS THEM ALL, OR GO INTO DETAIL (EXAMPLES OF GENERAL AI ASSISTANTS INCLUDE CHATGPT, GROK, GEMINI, CLAUDE, PERPLEXITY AND EXAMPLES OF FOCUSED AI WRITING ASSISTANTS INCLUDE COPILOT, GRAMMARLY, JASPER)
- PROMPTS FOR WRITING TASKS SHOULD BE AS SPECIFIC AS POSSIBLE AND AS ROTARIAN AS POSSIBLE
  - EXAMPLE TO AVOID: “WRITE A MESSAGE FOR MY ROTARY CLUB’S NEWSLETTER ABOUT POLIO”
  - EXAMPLE TO CONSIDER: “WRITE A 200 TO 300 WORD MESSAGE FOR MY CLUB’S NEWSLETTER ABOUT ROTARY’S EFFORTS TO ERADICATE POLIO, AND BE SURE TO INCLUDE SPECIFIC DATES AND MILESTONES AND ALSO URLS FOR LINKS TO ROTARY INTERNATIONAL SITES ABOUT POLIO PLUS.”
- WHEN SELECTING AI TOOLS FOR WRITING, CONSIDER POTENTIAL POSITIVES AND LIMITATIONS
  - POSITIVES: TONE OPTIONS (PERSUASIVE, CONVERSATIONAL VS FORMAL, ABILITY TO “HUMANIZE” THE LANGUAGE; ETC.); COLLABORATION FEATURES; INTEGRATION WITH OTHER PLATFORMS; MULTILINGUAL SUPPORT; PRIVACY AND DATA SECURITY FEATURES; TRAINING/TUTORIALS
  - LIMITATIONS: FREE OR DISCOUNTED VERSIONS HAVE LIMITS ON FEATURES/ACCESS



# AI FOR OTHER DESIGN TASKS WHY?

- CONSIDER WHETHER YOU WANT ASSISTANCE WITH CREATING MATERIALS TO SUPPORT PUBLICITY FOR CLUB EVENTS AND ACTIVITIES
  - WHY?
    - EFFICIENCY?
    - LACK OF CREATIVITY OR INSPIRATION
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# AI FOR OTHER DESIGN TASKS WHAT ARE YOUR SPECIFIC NEEDS?

- SLIDES
- FLYERS
- BROCHURES
- BUSINESS CARDS

# AI FOR OTHER DESIGN TASKS HOW?

- TOO MANY OPTIONS TO DISCUSS THEM ALL OR GO INTO DETAIL (EXAMPLES INCLUDE CANVA, MICROSOFT DESIGNER, ADOBE EXPRESS AND ADOBE FIREFLY, VISME)
- PROMPTS FOR TASKS SHOULD BE AS SPECIFIC AS POSSIBLE AND AS ROTARIAN AS POSSIBLE
  - EXAMPLE TO AVOID: “CREATE A FLYER FOR MY ROTARY CLUB NETWORKING EVENT FOR NON-PROFITS
  - EXAMPLE TO CONSIDER: “CREATE A FLYER FOR MY ROTARY CLUB NETWORKING EVENT FOR NON-PROFITS, AND INCLUDE ROTARY INTERNATIONAL LOGO AND LIST HERSHEY ROTARY CLUB AS THE SPONSOR; SHOW LOCATION OF HERSHEY LODGE, SPECIFY MARCH 14<sup>TH</sup> AT 4:00-6:00 WITH FREE LIGHT REFRESHMENTS, USE SPRINGTIME COLORS WITH FLOWERS AND BIRDS.”
- WHEN SELECTING AI TOOLS FOR DESIGN TASKS, CONSIDER POTENTIAL POSITIVES AND LIMITATIONS
  - POSITIVES: TEMPLATES; CUSTOMIZATION OPTIONS; INTEGRATION WITH OTHER PLATFORMS; TRAINING/TUTORIALS
  - LIMITATIONS: FREE OR DISCOUNTED VERSIONS HAVE LIMITS ON FEATURES/ACCESS

# WRAP UP DOS AND DON'TS

- DOS

- SAVE TIME, INCREASE EFFICIENCY BY ADOPTING AI AT A PACE THAT YOU AND YOUR CLUB ARE COMFORTABLE WITH, BASED ON YOUR RESOURCES
- EXPLORE AND LEARN YOUR OPTIONS (“TRIED AND TRUE” IS WORTH REMEMBERING)
- ALWAYS REVIEW AI OUTPUT/CONTENT FOR ACCURACY AND EDIT AS NEEDED
- ALWAYS APPLY THE 4-WAY TEST IN THE PROMPTS YOU USE FOR AI

- DON'TS

- SENSITIVE/CONFIDENTIAL INFORMATION FOR INDIVIDUAL MEMBERS OR THE CLUB ITSELF DOES NOT BELONG IN AI DOCUMENTS
- IF YOU ARE LOOKING FOR AI TO SUPPLY THE PASSION FOR ROTARY AND WHAT IT DOES, YOU'RE LOOKING IN THE WRONG PLACE.
- IF YOU EXPECT AI TO REPLACE YOUR JUDGEMENT, IT CAN'T (AI IS A COLLABORATIVE TOOL, NOT A REPLACEMENT FOR YOU)