Wisconsin Academy of Family Physicians
Policy Concerning the Use of AI Notetaking Tools During WAFP Meetings

INTRODUCTION
Meetings serve as a platform for the exchange of ideas, strategic thinking, decision-making, and collaboration among members. With the advent of advanced technologies, AI notetaking tools have emerged as popular aids in capturing and transcribing meeting discussions. However, the use of such tools raises pertinent concerns regarding privacy, security, and the integrity of the information shared within these meetings.

WAFP is committed to protecting the confidentiality and privacy of all meeting participants. Sensitive information shared during meetings should be treated with the utmost discretion, and participants may not use any external devices or applications that may compromise this confidentiality.

SCOPE
This policy applies to all members, employees, contractors, volunteers and stakeholders who participate in meetings at or sponsored by WAFP. It encompasses both virtual and in-person meetings, and covers all types of AI notetaking tools, including but not limited to transcription software, voice recognition applications, and automated meeting assistants.

POLICY GUIDELINES
Prohibition of AI Notetaking Tools

During meetings, the use of any AI notetaking tools is prohibited. Participants are expected to rely on traditional methods of notetaking to ensure the confidentiality and security of the discussion.

Confidentiality and Privacy
Accuracy of Records
Maintaining accurate and reliable records of meeting discussions is paramount. It is also important that there be one official report of WAFP sponsored meetings, including Board, Committee, Workgroup and Coalition meetings. Manual notetaking allows for greater control over the content and context of the notes, reducing the risk of errors, misinterpretations, or omissions that may occur with AI-generated transcriptions.

Exceptions to the Policy
In certain circumstances, the use of AI notetaking tools may be permitted with prior approval from the Executive Director. 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.

Board Policy Approved: 01/24/2026