

Recording and AI Assistant Usage Policy

The Accessibility Professionals Association (APA) wants to encourage participation and collaboration in meetings, while maintaining everyone's right to privacy. In addition, APA recognizes the importance of having a single, approved record of official meetings. With this in mind, APA does not allow recording of or artificial intelligence (AI) software "bot" attendance at our public or private meetings and events. Recordings include audio, video, text, or other records made using any tool, including simple or complex AI systems.

Some APA events may be recorded for future use. Only the APA representative, in consultation with other speakers and hosts, will be allowed to record public events; attendees will be informed that a session is being recorded.

Internal meetings of APA, such as committee meetings and board meetings, may be temporarily recorded by the designated note-taker (secretary, chair, or manager), once attendees have been informed and there are no objections. These recordings should only be used to create minutes of the meeting. All recorded APA meetings should be deleted once minutes have been formally approved by the board. At the time of this policy development, this would typically be within 60 days of each board meeting.

Committees and boards may utilize the recording function of the video conferencing software (e.g., Zoom). Committee and board members should not record meetings to their own personal devices. It is not required nor recommended that all meetings be recorded. Recordings can be used to help summarize complex meetings, to encourage full participation, and to capture unique ideas and discussions. These will only be kept temporarily, with an expectation of deletion within 60 days. Committee chairs and board presidents should inform management when recordings can be deleted.

Adapted from the [Association of Nonprofit Specialists policy statement](#)

Adopted July 12, 2024