

Sunday Morning Workshop



“AI Tools for Everyday Life”



🌟 Tip #1: Never Forget a Meeting Again

The Problem

You lead a chapter meeting.
You're talking, listening,
deciding — but your Secretary just ran to the
bathroom so who's
writing everything down?

The AI Solution



Use Zoom or MS Teams to:

1. Record your meeting automatically
2. Create a written transcript
3. Generate a summary in seconds
4. Pull out action items with names
5. Recording Secretary reviews for completeness and publishes as chapter minutes



Try It: Enable "AI Companion" in Zoom Settings before your next meeting!

Tip #2: Write Your Helicon Article in Minutes

Imagine:

*You copy & paste 12 months of meeting notes into Gemini, then type:
"Please write an article highlighting accomplishments for the year".*

Within seconds, you receive a polished article ready to share!



Step 1

Collect your
meeting minutes
from the year



Step 2

Paste them (or upload) into
Gemini with
your instructions



Step 3

Edit the draft
and share with
your chapter!

In Gemini:

Uploaded minutes from the year and asked Gemini to write an article

write an article highlighting our accomplishments for the year and identify our officers.

I've synthesized the highlights from your chapter meetings spanning June 2025 through March 2026 to create this retrospective article. It covers your philanthropic milestones, community engagement, and the newly elected leadership for the upcoming year.



Year in Review

Let's write or build together



Canvas

Flash ▾



Iota Sigma: A Year of Service, Fellowship, and Growth (2025-2026)

As we look back on the 2025-2026 sorority year, Iota Sigma has much to celebrate. From successful philanthropic endeavors to heart-warming community presence, our chapter has remained dedicated to the spirit of Psi Iota Xi. Here is a look at the milestones that defined our year.

Philanthropy and Community Impact

Our commitment to SJMS and the surrounding community remained at the forefront of our activities. This year, we were proud to award **\$800 in grants** to support local education and literacy:

- **Nichole Reynolds (SJMS Library Aid)**: Supporting local library resources.
- **Mallory Fielder (K-8 Special Ed)**: Enhancing resources for specialized instruction.
- **Kaitlyn Kowalski (5-8 Band & Chorus)**: Supporting the local arts and music program.

In addition to our grants, the chapter continued its tradition of generous giving, including a \$200 donation to support Henry McCannon's attendance at summer Music Camp and a \$150 donation to Theta Psi Bethany in memory of Rita Seelow's daughter. We also honored the memory of Reta Booker with a \$75 donation to the National Breast Cancer Foundation.

✨ Tip #3: Manage Chapter Work More Easily

AI can help Psi Iota Xi chapters stay organized between meetings:



Draft Agendas

"Create a monthly chapter agenda covering our scholarship update, fundraising, and new member welcome."



Fundraising Ideas

"Suggest 5 creative fundraising ideas for a women's philanthropic chapter with 25 members."



Newsletter Writing

"Write a brief chapter newsletter highlighting our donation to the local literacy program."



Grant Summaries

"Summarize this grant application in plain language for our members to vote on."

Just type your request as if you're asking a helpful colleague!

Even More Ways AI Can Help You



Fundraising Ideas

Ask AI for “fresh fundraising ideas that are purposeful and have high profit potential.”



Recipe & Event Planning

"Plan a new member luncheon menu for 30 people with two vegetarian options and a dessert table."



Research Made Simple

"Explain the history of our sorority's philanthropy focus in simple terms" — get a readable summary instantly.



Social Media Captions

Paste your chapter event photos description and get ready-to-post Facebook or Instagram captions.



Email Drafts

"Draft a professional email inviting community leaders to our annual scholarship banquet."



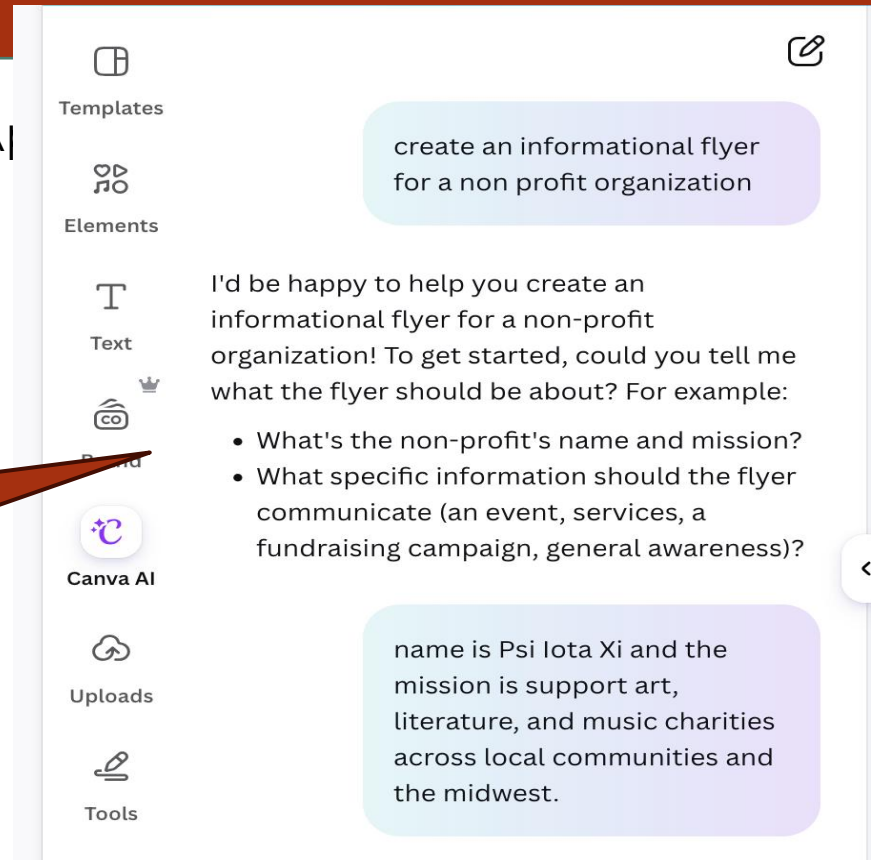
Speech & Presentation Help

"Help me write a 3-minute opening speech welcoming new Psi Iota Xi initiates."

Let's walk through an example

Using Canva.com or the Canva App

Added
additional
information



Let's walk through an example - results

Designed >



I've created several flyer design options for Psi Iota Xi that showcase the organization's mission to support art, literature, and music charities. The designs feature elegant layouts with visual elements representing the three focus areas, and they've been added as new pages to your design for you to review and customize further.

Describe your idea

PSI IOTA XI

SUPPORTING ART, LITERATURE &
MUSIC CHARITIES ACROSS LOCAL
COMMUNITIES AND THE MIDWEST



psiiotaxi.org

Psi Iota Xi

Supporting art, literature, and music across local communities and the Midwest. Making a meaningful cultural impact together.



Psi Iota Xi is a non-profit organization dedicated to enriching communities through the arts. We champion art, literature, and music by funding programs and initiatives that bring creativity and culture to individuals and families



Our Focus Areas:

- Supporting local art programs
- Promoting literacy and literature
- Funding music education
- Strengthening local communities



Get Involved:
123 Anywhere St., Any City,
ST 12345
Learn More:
reallygreatsite.com



Join us in our mission to support and celebrate the arts. Through charitable giving, community events, and partnerships, Psi Iota Xi brings the transformative power of art, literature, and music to communities.

Psi Iota Xi



Supporting art, literature, and Music

Supporting art, literature, and music in local
communities and throughout the Midwest!



✧ Psi Iota Xi ✧

Supporting Art, Literature and Music in local communities and the Midwest.



ART

We provide scholarships for individuals seeking continuing education in the arts



LITERATURE

We sponsor summer reading programs, fund school library special projects, and sponsor weekly reading time for toddlers.



MUSIC

We sponsor the high school marching band, the local music theater program, and after school music programs for kids and adults



Staying Safe: What You Need to Know

✓ DO

- Use AI for drafts, ideas, and summaries
- Review everything before sharing
- Ask AI to explain itself if something seems off
- Use free, reputable tools: Claude, ChatGPT, Gemini, CoPilot

✗ DON'T

- Share Social Security numbers or bank info
- Paste private member information
- Use AI-written content without reading it first
- Treat AI answers as 100% always accurate

Bottom line: AI is a tool, not a person — you're always in charge!

How to Get Started Today

1

Free tools to get you started: Gemini, ChatGPT, Claude.ai, Canva, Zoom

Free accounts take 2 minutes to set up. Use your email address — no special tech needed. Many tools such as Zoom and MS Teams have AI capabilities built in

2

Type a Simple Request

Start small: "Write a thank-you note to our scholarship recipient" or "Summarize this paragraph."

3

Read & Adjust

AI gives you a first draft. Read it, change anything you want, and make it your own.

4

Share What Works

Tell your chapter sisters what you discovered! Teach one person something new each month.

Remember: Every expert was once a beginner. Your curiosity is your superpower! 💜

Example using Gemini

Prompt: “create an image for a Psi Iota Xi presentation featuring women of all ages listening to a presentation on AI”

Outcome:



Let's do it again:

Prompt: “remove the audience”, “insert audience sitting at round tables”,
“all people should be women”





AI is a tool and can help you create things faster or create things you don't know how to create.

Free tools to explore:

claude.ai • chatgpt.com • Zoom • gemini.google.com • Canva

Questions? Let's explore together! 💜