

Sharing Our Success (SOS) Submission Form

Chapter Name: Central Massachusetts

Chapter Membership Size: Small (Less than 100)

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Chapter Board Position: President

Chapter Website URL: <https://www.tdcentralmass.org/>

Submission Title: ChatGPT helps to create faster and better annual reports

What did you do? (a 2-3 sentence summary of your effort): Used chatGPT to summarize past programs and board meeting minutes to help draft chapter annual report and executive summary.

Who benefitted from this effort (Target Audience) Check all that apply: Chapter Members
Board Members

Why did you do it? What chapter needs were addressed? Creating an annual report is an essential CARE function that helps to keep the chapter informed about its successes and challenges. To write a good annual report takes time. This time could be better spent working on other chapter business. Here are the benefits:

- * ChatGPT can quickly analyze and summarize large volumes of text, saving time and effort compared to manually reading through all the documents and taking notes.
- * By inputting relevant program details and meeting minutes, ChatGPT can provide a comprehensive summary that covers key points, decisions, and discussions from different sources.
- * ChatGPT generates summaries based on the input data without biases, helping to present an objective view of past programs and meetings in the report.*

What were the measurable outcomes? (May include data regarding financial gains, membership increases, target audience satisfaction levels, publicity for the chapter or for the profession, etc.) We were able to complete the report in a fraction of the time with higher quality.

What steps did you take to implement this effort? (Remember that other chapter leaders will use this to replicate the effort. Be specific)

We prepared the annual report in phases.

* Phase 1

** Gather all past program descriptions into one document. This resulted in a multiple-page document with far too much detail.

** Copy and paste the document into ChatGPTSplitter (<https://chatgptsplitter.com/>). This will parse the document into chunks that are manageable for chatGPT.

** Copy and paste the results from ChatGPTSplitter into chatGPT (<https://chat.openai.com/>). Execute chatGPT after each chunk.

** Provide chatGPT the following prompt to summarize the program descriptions: "Act as a president of a board of directors who must draft an annual report. You just received a series of program descriptions from last year. Please summarize the descriptions in past tense to be included in the annual report to the members."

** Make modifications to the text as appropriate.

* Phase 2

** Gather all meeting minutes into one document.

** Copy and paste the document into ChatGPTSplitter (<https://chatgptsplitter.com/>). This will parse the document into chunks that are manageable for chatGPT.

** Copy and paste the results from ChatGPTSplitter into chatGPT (<https://chat.openai.com/>). Execute chatGPT after each chunk.

** Provide chatGPT the following prompt to summarize the program descriptions: "Act as a president of a board of directors who must draft an annual report. You just received the board minutes from last year. Please summarize and highlight the key issues from the year in past tense to be included in the annual report to the members."

** Make modifications to the text as appropriate.

* Phase 3

** Gather all narrative content from annual report into one document.

** Copy and paste the document into ChatGPTSplitter (<https://chatgptsplitter.com/>). This will parse the document into chunks that are manageable for chatGPT.

** Copy and paste the results from ChatGPTSplitter into chatGPT (<https://chat.openai.com/>). Execute chatGPT after each chunk.

** Provide chatGPT the following prompt to create an executive summary: "Act as a president of a board of directors who must draft an annual report. You just received the annual report from last year. Please summarize the content into an executive summary in past tense to be included in the annual report to the members."

** Make modifications to the text as appropriate.

Once the annual is finalized, send to the board for review and then distribute to the membership.

Is there anything you would do differently?

Use the prompts developed in this process. It took time to tweak the prompts to get the necessary result.

When did you start working on this effort?	Aug 13, 2023
When did this effort go live?	Aug 27, 2023
Approximately how many hours were spent working on this? Include an estimate of hours spent across all board members and volunteers.	6
What resources did you use? Check all that apply:	Board Members
Which board positions were involved in the effort?	All board positions reviewed the final product. All board members contributed elements throughout the year during ongoing activities. Board president summarize content with chatGPT.
Do you have any additional insights to share with other chapters implementing this effort?	I started late on this project. It was an oversight on my part.
How did you become familiar with the Sharing Our Success (SOS) program? Select all that apply:	Chapter Leader ATD Chapter Leaders Conference (ALC) National Advisors for Chapters (NAC) NAC Area Call Chapter Relations Manager (CRM)
Would you be willing to apply to present on this submission at the ATD Chapter Leaders Conference (ALC)? *Request for Proposals (RFPs) open in May of each year at td.org/alc. Selected session facilitators receive complimentary registration.	Yes
email_consent	true