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**The City of New York**
**Community Board 8 Manhattan**
*Small Business Committee*
*Tuesday, September 29, 2026 – 6:30pm*
*This meeting was conducted via Zoom*

# MINUTES

**Board Members Present:** Bill Angelos, *Matthew Bauer, Michele Birnbaum, Alida Camp, and *Jonathan Hartig.

**Public Member*

**Approximate Number of Public Attendees: 9**

## Item 1: AI for Small Businesses: Capturing the Benefits While Managing the Risks.

The Committee introduced a presentation on the opportunities and risks of using artificial intelligence (AI) by small businesses. The presentation was given by Daniel Quansah, Built Small AI Program Manager and Bryan Lozano, Chief Strategy Officer of Welcome to Chinatown, which provides AI training for small businesses.

The presenters explained the fundamentals of AI and language models and discussed potential applications for routine business functions, including bookkeeping, inventory management, marketing, customer communications, and administrative tasks. They recommended using AI initially for repetitive, procedural, lower-risk internal tasks but emphasized that AI-generated work must be reviewed by a person before use.

The presenters demonstrated how AI could analyze an inventory spreadsheet, identify items requiring replenishment, create a dashboard, and draft supplier communications. They emphasized that AI may assist with business operations while humans remain responsible for reviewing information and making final decisions.

The presentation also addressed privacy, cybersecurity, accuracy, intellectual property, bias, and AI hallucinations. Businesses were advised not to enter confidential or sensitive information into AI systems and to review the privacy and data-use settings of AI tools.

The presenters discussed prompt engineering and recommended clearly identifying the role, goal, instructions, desired output, and evaluation criteria when prompting AI.

In response to a question from the Committee, the presenters discussed AI meeting note tools, including Fireflies and features available through Zoom and Google Meet. These tools can

transcribe meetings, identify key themes and decisions, and generate summaries and action items.

During public comments, a public member raised concerns regarding proposed changes by the Federal Small Business Administration (SBA) concerning eligibility and the definition of small businesses. She stated that the proposed changes could adversely affect immigrant-owned, minority-owned, other historically excluded businesses, as well as small mom-and-pops in favor of businesses that have grown to a size not traditionally considered that of a small business and encouraged members to review the proposal and submit comments before the November 20 deadline.

Committee members expressed interest in examining the potential impact of the proposed changes on New York City small businesses at a future meeting.

The Committee thanked the Welcome to Chinatown/Build Small presenters for their presentation and resources.

**Item 2: Old Business –** None discussed.

**Item 3: New Business –** None discussed.

The meeting ended at approximately 8:04 pm.

**Bill Angelos and Alida Camp, Co-Chairs**