AI FOR COMMUNITY MEETUP · OCTOBER 23, 2026

Agents at Work

What I actually do with agentic AI



Ken Krugler · aiforcommunity.org

Hello and Welcome!

About Your Instructor

- **Ken Krugler, Founder & President**
- Heavy technology background, ran big data consulting company
- 15+ years of teaching experience, including 6th grade boys
- Started AI for Community in 03/2025

AI for Community

- **501(c)(3) nonprofit**
- Live, instructor-led AI training for nonprofits
- “Effective & Responsible Use of AI”
- Taught 900+ people at 130+ nonprofits
- **aiforcommunity.org**

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Agents do the work. You stay the boss

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One year ago

Connectors let AI **see** your stuff





This time

Agents **do work** with your data & systems, across several tools at once

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DEMO 1

Same request, a year later

Last meetup's board-agenda prompt, now pulling from

Gmail + Calendar + Granola + Trello + Quickbooks + Zoom + Drive

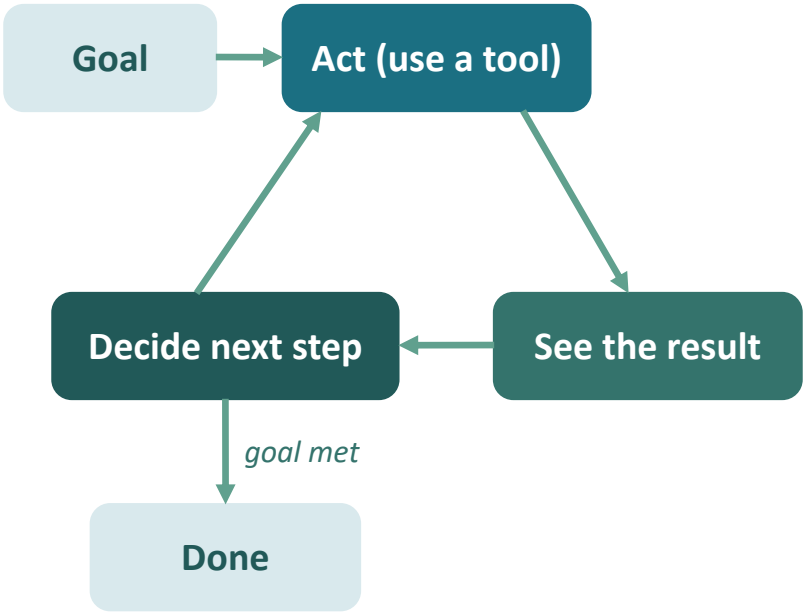
Agents use tools in a loop to achieve a goal

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Tools
It can read information and take actions

In a loop
It acts, sees the result, and decides the next step on its own

To achieve a goal
It has a stopping point; it isn't open-ended



Workflow: follows a path someone designed. **Agent:** decides its own steps as it goes. *Both are useful.*

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DEMO 2

“When should our next class be?”

“Find two consecutive free days in December”

Calendar

What an agent is made of



Knowledge: what it can see
Memory, context, connectors in read mode



Know-how: what it knows how to do
Instructions (skills / projects)



Reach: what it can change
Connectors in write mode: create, update, delete, send



+ the loop
= an agent

Same parts in ChatGPT, Claude, and Gemini, under different names

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DEMO 3

Discovery-call agenda skill

One skill searches email, the calendar invite, and Drive then builds a timed agenda with talking points

The next level: agents that run on their own

- **A skill + a schedule = an agent that works without you asking**
- Ideas: weekly newsletter-mail processing, Monday pipeline review, a monthly “who haven't I followed up with?”
- Autonomy all the way up: nobody watches each run, so stick to reading and drafting
- Failures are silent: a dropped connector means a missing section, not an error message
- ChatGPT and Gemini have scheduled tasks too



Ken Morning

Every weekday morning

Calendar · Gmail · Trello · etc
One brief, ready before I start

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DEMO 4

Ken Morning, already done

The schedule, what it can touch, and this morning's brief

Which connector did each section come from?

No connector? Build your own (carefully)



Official connector

Install it, sign in, done, when one exists



Skill + data

My IRS nonprofit data: a downloaded file, DuckDB, and a skill that knows how to query it



Browser

Claude in Chrome or the built-in browser, logged in as you, for sites like LinkedIn/Instrumentl



Careful: LinkedIn's terms likely already ban automated tools, so your account could get restricted.

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DEMO

If time allows: IRS nonprofit data

"Find community foundations in Nevada County with assets over $X"

Reading is safe. Doing is risky

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Autonomy who decides the next step

Reach what it can change



Read search, summarize, answer questions



Create drafts, docs, Trello cards (internal/low risk)



Change send, delete, share, modify financial records (internal/high risk)

Start read-only. Approve anything yellow or red. Scheduled agents: green and yellow only.

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DEMO 5

A Gmail draft you review

Follow-up email from a Granola meeting

Show the draft in Gmail. Don't send it.

Where it breaks

Shortcuts
Search instead of read, the first 50 results, summaries only

Missing functionality
The Trello connector can't assign a card to a person

Disconnects
They happen, sometimes without a clear message

Read what it tells you
The fine print is where it admits what it skipped

WHAT YOU HEAR

"Here's a summary of your September emails & Trello cards about the training."

THE FINE PRINT

"I searched and found 10 emails that seemed relevant. And Trello timed out."

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DEMO 6

Creative admin

“Have I invoiced [org] for $1,500?”

“How many emails did I get from X in September?”

It changes under your feet

Last year's bad news

- Canva just never worked for me
- AI confused about whether it's connected
- Missing connectors (FileMaker)
- Unclear how data gets used

This week

- Google Sheets and Docs connectors just showed up
- Trello timed out mid-session
- Settings move: “I went to show someone, and it wasn't there anymore”

Habit: ask “what tools do you have for X right now?” before you rely on one

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DEMO 7

Adding a row with the new Sheets connector

Used to need an Apps Script

Now (maybe) built in

Your data, everyone's data

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It sees what you see

A connector sees everything your account sees

Work stays work

Connect company accounts only; keep personal separate

Sharing other people’s data

Meeting transcripts of people who never agreed to AI processing

Prompt injection

An incoming email can carry instructions aimed at your agent

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Safety First

1. Keep autonomy and reach in check: start read-only, approve every write
2. Read what the AI tells you about what it did
3. Company accounts only

Your Questions

Slides/recordings aiforcommunity.org/meetups
Resources aiforcommunity.org/resources
LinkedIn linkedin.com/in/kenkrugler

Classes & free meetups aiforcommunity.org/events

Next class is AI Essentials Oct 27th/28th @ 9:30am PDT

