MINUTES OF THE MEETING
OF THE
BOARD OF DIRECTORS
OF
PHOENIX BIOINFORMATICS CORPORATION

A meeting of the Board of Directors (BOD) of Phoenix Bioinformatics Corporation was held on December 18, 2025 at 8am, Pacific Standard Time, via Zoom, upon notice duly given. The following directors, constituting a quorum for the transaction of business, were present; Debbie Alexander, Rebecca Bryant, Jennifer Gibson, Hilmar Lapp, Mathew Lau, Christine Orr, Nicholas Provart, and Josh Young attended. Connie Ng and Tanya Berardini were present at the invitation of the Board. Kevin Smith, sent apologies. Hilmar Lapp chaired the meeting and Debbie Alexander, as the Secretary of the Corporation, acted as secretary of the meeting.

The Chairperson called the meeting to order at 8.05 am Pacific Standard Time. The Directors proceeded to the first order of business.

Opening

Hilmar opened the meeting and welcomed the Board with Holiday and New Year good wishes.

Annual Meeting date:

The Board discussed optimal timing for the Annual in-person meeting, with March and April being the preferred months. Schedules are somewhat in flux, so this topic will be revisited asynchronously in the New Year.

Venues were also discussed, with a preference for a proximity to public transportation to facilitate airport transfers.

Board Discussion and Vote on the 2026 Budget

Josh led a discussion of the following:

A. Budget and cash flow projections were provided previously. The Board had a robust discussion on the current and future financial status of Phoenix.
B. Suggestions included the importance of setting and monitoring revenue goals, especially in light of the changes to the subscription models implemented recently. Also, the Board would be interested in having sem-regular updates on the Sales pipeline to help identify any areas the Board could assist with.
C. The Board unanimously voted to approve the 2026 budget.

Operating Reserve

The Board reassesses the operating reserve annual at the December Board meeting. The Board unanimously agreed to keep the reserve at its current level.

Board Member Recruitment and Election of 2026 Officers

Josh reminded the Board that five Board members are up for reelection and provided a refresher on the process. Josh urged any Board member that plans to retire from either the Board or an Officer position, to let him know before February. Officer elections will be held at the Annual spring meeting.

CLOSED SESSION: ED Performance review.

Approval of Previous Meeting's Minutes

Approval of the minutes of the Meeting of the Board of Directors held on November 20, 2025. All Directors on the call approved the meeting minutes and the Secretary was directed to certify the minutes and have them, so certified, inserted in the corporation's minute book.

Adjournment

There being no further business to come before the board, the meeting was adjourned at 11am, Pacific Standard Time.

Respectfully submitted,

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Debbie Alexander, Secretary