

**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 September 11, 2019 at 1 pm, Pacific Time, by conference call, upon notice duly given. The following directors, constituting a quorum for the transaction of business, were present via conference call from the start of the meeting: Liz Allen, Susan Au, Anne Haake, Eva Huala, Eric Lyons, Maliaca Oxnam, Mary Margaret Sprinkle, and Todd Vision. Sam Mankiewicz joined the call at 1:07 pm. Tanya Berardini, Connie Ng, and Trilok Prithvi were present at the invitation of the board. Eric Lyons chaired the meeting, and Tanya Berardini, as the Secretary of the Corporation, acted as secretary of the meeting.

The Chair called the meeting to order at 1:04 pm. Liz Allen was welcomed to the board and the directors proceeded to the first order of business.

Approval of Previous Meeting's Minutes

The first item of business was approval of the minutes of the Board meeting held on June 7, 2019. The meeting minutes were approved unanimously by the board members present and the Secretary was directed to certify the minutes and have the minutes, so certified, inserted in the corporation's minute book.

General Phoenix Updates

Eva Huala updated the board on the various activities Phoenix has been involved in since the last board call, including grant writing and submission, sustainability consulting, partner database support, and new potential partner development. The PhyloGenes project marked its second release milestone at the end of July 2019, with three more releases planned by the end of the granting period. The board made various suggestions for increasing visibility and usage of this new resource.

Draft 2019 Budget

Eva Huala presented Phoenix Bioinformatics' draft budget for 2020. The presentation included a review of the actual financial numbers from January to June 2019. The final 2020 budget that will be voted on during the December 2019 meeting will incorporate feedback from this meeting and financial numbers from the second half of 2019. A discussion followed with topics ranging from which potential, uncertain sources of revenue are included in the budget and which are not, how Phoenix plans for and mitigates the onboarding cost for new partners, the amount of reserve funds, the different revenue streams that currently sustain Phoenix and how these could or should change over time. Additionally, suggestions were made for improving sales and marketing and increasing new subscribers and users for the projects under the Phoenix umbrella.

Next Meeting

The Board was reminded that the next Board of Directors conference call would be on December 13, 2019, at 11 am - 2 pm Pacific Standard Time.

The next in-person Board meeting will be on March 9 and 10, 2020, at the Phoenix offices in Fremont, CA.

Adjournment

There being no further business to come before the board, the meeting was adjourned at 2:22 PM, Pacific time.

Respectfully submitted,

Tanya Z. Berardini, Secretary

Approved during BOD meeting on December 20, 2019.