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ANNUAL MEETING MINUTES
Phoenix Bioinformatics Corporation,
a California nonprofit corporation
Annual Meeting of the Board of Directors
Held on March 9 and 10, 2020

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1. **Time and Place.** The Board of Directors ("Board") of Phoenix Bioinformatics Corporation, a California nonprofit corporation (the "Corporation"), met by video conference on March 9 and 10, 2020. Though meant to be an in-person meeting at the Phoenix offices in Fremont, CA, the meeting was held virtually using Amazon Chime due to the COVID-19 pandemic.

2. **Meeting Notice.** A meeting notice was sent to the directors prior to the meeting date in compliance with the requirements of the Corporation's Bylaws.

3. **Attendance.**

    a. **Day 1: March 9, 2020:** Seven directors of the Corporation were present on March 9, 2020: Liz Allen, Anne Haake, Eva Huala, Eric Lyons, Maliaca Oxnam, Mary Margaret Sprinkle, and Todd Vision. The following Phoenix staff members were present for the first day of the meeting by the invitation of the Board: Tanya Berardini, Xingguo Chen, Amina Khababa, Qian Li, Connie Ng, Trilok Prithvi, Laura Rasay Siasoco, Leonore Reiser, Swapnil Sawant, Shabari Subramaniam, and Peifen Zhang.

    b. **Day 2: March 10, 2020:** Seven directors of the Corporation were present on March 10, 2020: Liz Allen, Anne Haake, Eva Huala, Eric Lyons, Maliaca Oxnam, Mary Margaret Sprinkle, and Todd Vision. Tanya Berardini and Connie Ng joined the Board at their invitation.

4. **Presiding Officers and Quorum.** The meeting was called to order at 9:00 am on March 9, 2020, and Tanya Berardini acted as secretary of the meeting. With seven members of the Board in attendance, a quorum of the directors was present, and the meeting, having been duly convened, began.

5. **Presentations.**

    a. **Eva Huala** gave the introduction and presented **an overview of Phoenix Bioinformatics'** history, from its founding in 2013 with TAIR as its major project, to today's Phoenix, with four external partners, BioCyc, Repbase, AgBase, and MorphoBank.

    b. **Connie Ng** presented the 2019 **Phoenix Financials** and financial related activities. Discussion followed the presentation.

    c. **Eva Huala** shared information the different audiences of the Phoenix website and TAIR website as well as the **sales and marketing activities** that Phoenix has undertaken **on the TAIR front.** Discussion followed the presentation with the board members contributing ideas on possible ways forward.

d. **Eva Huala** presented an evaluation of the **Phoenix External Partner Program**. While the prior year's problems with underfunded onboarding costs have been addressed, the cost of maintenance continues to outpace the cost-sharing that Phoenix receives for its work. Discussion followed on ways to mitigate or balance out maintenance costs in the future.

e. **Leonore Reiser** introduced the Board to **the interactive Functional Annotation Dashboard** project that Phoenix has been involved **with RIT** through the Software Engineering capstone project.

f. **Peifen Zhang** recapped the **past year's progress** for the **PhyloGenes** project, which included four public releases and a submission of a grant application for renewal funding.

g. **Tanya Berardini** presented the **draft Strategic Plan** for the year 2020-21, including highlights of work done in 2019-2020, and gathered input from the board on the strategic goals.

6. **Day One Adjournment.** Day one of the meeting was adjourned on March 9, 2020 at 4:17 p.m. Pacific time.

7. **Day Two Call to Order.** The second day of the meeting began at 9:06 am on March 10, 2020. This section of the meeting was restricted to the Board of Directors. Attendance is described in section 3b, above.

8. **Board Business**

a. **Board Member Presentation.** Liz Allen started the day off with a summary of her background and how it relates to Phoenix's work and mission. Suggestions for improvement of the Phoenix website were made by the directors.

b. **Approval of Minutes**. The minutes of the December 13, 2019 Board Meeting were unanimously approved by the attending directors and the Secretary was directed to sign and file the minutes in the corporation's minute book.

c. **Pandemic planning.** Eva Huala shared Phoenix's plans and policies to adapt to this quickly evolving situation.

d. **Board recruitment discussion:** There is currently one vacancy on the board. The current directors made a ranked list of additional skillsets that would complement the expertise of the current members. The highest ranked skillsets included foundation experience, product line development, and scientific expertise not already represented on the board. The Recruitment committee consists of Eric Lyons, Eva Huala, Todd Vision, and Maliaca Oxnam. Several candidates for the open position were suggested and these individuals, in addition to others, will be evaluated and pursued by the committee.

e. **Annual Conflict of Interest Statement completion:** The board members were provided by email with forms prior to the meeting to fill in for this annual requirement and reminded to send back the completed forms for Phoenix records.

    f. **Scheduling of Future Meetings.** It was agreed that the next three meetings of the Board will be held as two-hour phone conferences with agenda and detailed supporting documents to be distributed at least a week prior to each meeting, at the following dates and times:

        i. **Quarterly Board Calls**

           1. June 26, 2020, 1 – 3 pm Pacific time

           2. September 11, 2020, 1 – 3 pm Pacific time

           3. December 11, 2020, 1 – 3 pm Pacific time

        ii. **Next Annual Meeting:** The next annual in-person board meeting was scheduled for March 22 and 23, 2021, to be held at the Phoenix Bioinformatics offices in Fremont, CA.

9. **Adjournment.** The meeting was adjourned on March 10, 2020 at 11:24 am, Pacific time.

The foregoing minutes are hereby respectfully submitted by:

Tanya Berardini, Secretary of the Meeting

Minutes were unanimously approved during the June 26, 2020 board meeting call.