

**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 June 26, 2020 at 1 pm, Pacific Time, by conference call, upon notice duly given. All of the current board members were present via conference call at the start of the meeting: Liz Allen, Susan Au, Anne Haake, Eva Huala, Eric Lyons, Maliaca Oxnam, Mary Margaret Sprinkle, and Todd Vision. 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 1:05 pm. 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 Annual Board meeting held on March 9 and 10, 2020. The meeting minutes were approved unanimously and the Secretary was directed to certify the minutes and have the minutes, so certified, inserted in the corporation's minute book.

***Board Recruitment Committee Report***

The Recruitment Committee (Lyons, Huala, Oxnam, Vision) reported on their efforts to replace Sam Mankiewicz with a candidate with qualifications that would augment the strengths of the current board. An excellent candidate has been identified and is enthusiastically supported by all members of the recruitment committee.

***Election of New Board Member***

All board members on the call voted unanimously to elect Laurel Haak to the Phoenix board of directors.

***Updates to the Board***

Eva Huala reported on TAIR and partner program activities including actions taken due to the Covid-19 pandemic, opening access to TAIR and BioCyc, development of a TAIR webinar series, review of usage patterns, and pricing considerations. She also shared the status of various grant proposals that were submitted or are in the process of being written.

Financials of the various Phoenix-supported projects were reviewed and projections revisited in the light of effects of the pandemic. Questions from the board members about subscription pricing, proposal scope and scale, and the pandemic effects on the budget were raised during the presentation and new information on PPP loan eligibility was discussed. Suggestions from the directors on grant-related accounting, outreach to librarians, possible cost savings and budget management were gathered for future reference and possible implementation. Discussion also touched on the importance and relative impact of grant-based funding on Phoenix's financial stability. The updates closed with a reminder of the annual budget process.

***Reminders***

The Compensation Committee was reminded that their report is due by August 31<sup>st</sup> so that the results can be folded into the 2021 budget. Eva Huala will provide a copy of the most recent Guidestar report as well as the current compensation for the Executive Director and the CFO to assist in the committee's deliberations.

***Next Meeting***

The Board was reminded that the next Board of Directors conference call would be on September 11, 2020, at 1 pm to 3 pm Pacific Time.

The next Annual Board meeting will be on March 22 and 23, 2021, held either at the Phoenix offices in Fremont, CA or online.

***Adjournment***

There being no further business to come before the board, the meeting was adjourned at 2:27 pm, Pacific time.

Respectfully submitted,

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Tanya Z. Berardini, Secretary

Approved at board conference call on September 11, 2020.