

**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 September 11, 2020 at 1 pm, Pacific Time, by conference call, upon notice duly given. The following board members were present via conference call at the start of the meeting: Liz Allen, Susan Au, Laure Haak, Anne Haake, Eva Huala, Eric Lyons, Maliaca Oxnam, and Mary Margaret Sprinkle. 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. Board director Todd Vision joined the call at 2:03 pm.

The Chair called the meeting to order at 1:04 pm. The directors proceeded to the first order of business.

***Welcome of new Board Director Laure Haak***

The meeting began with a warm welcome and a round of introductions.

***Approval of Previous Meeting's Minutes***

The second item of business was approval of the minutes of the Annual Board meeting held on June 26, 2020. The meeting minutes were approved by all 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 status of the partner program, the PhyloGenes project, Phoenix's internal usage statistics collection, and various in progress and planned grant proposals. The update was interspersed with questions from the board and discussion.

***Draft 2020 Budget***

Eva Huala presented Phoenix Bioinformatics' draft budget for 2021. The presentation included a review of the current five year financial forecast and an assessment of the effects of the pandemic on revenue and expenditures so far this year. The final 2021 budget that will be voted on during the December 2020 meeting will incorporate feedback from this meeting and an updated revenue forecast for 2021. Dual budget scenarios, high (optimistic) and low (pessimistic) versions, were discussed. Board members raised concerns and offered suggestions on budget trimming options as well as the various advantages and disadvantages of such measures.

***Next Meeting***

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

The next Annual Board meeting will be held in March 2021 with the exact dates and location to be determined closer to the date.

***Adjournment***

There being no further business to come before the board, the meeting was adjourned at 2:33 pm, Pacific time.

Respectfully submitted,

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Tanya Z. Berardini, Secretary

Approved during board call on December 2, 2020.