

**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 July 29, 2022 at 10 am, Pacific Standard Time, via Zoom, upon notice duly given. The following directors, constituting a quorum for the transaction of business, were present via Zoom: Debbie Alexander, Liz Allen, Susan Au, Rebecca Bryant, Laure Haak, Mary Margaret Sprinkle, Todd Vision, and Josh Young. Tanya Berardini, Connie Ng, and Trilok Prithvi were present at the invitation of the board. Laure Haak chaired the meeting and Debbie Alexander, as the Secretary of the Corporation, acted as secretary of the meeting. Nick Peterson sent his regrets.

The Chairperson called the meeting to order at 10:05 am Pacific Standard Time. The directors proceeded to the first order of business.

Welcome of new Board Director Rebecca Bryant

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

Draft Strategic Plan Review

The Board reviewed V 1.0 of the Phoenix strategic plan and were in overall support of the plan.

Discussion points included:

- A. Suggestions to think through each of the words of the vision statement, including adding the word 'non-profit'.
- B. Suggestion to define 'community' more clearly. For example, to include community input descriptions such as 'community-derived solutions'
- C. Suggestion to build out the introduction further to give more context to the mission and vision statements.
- D. Timeline:
 - a. Monday Aug 1st EOD: Directors to provide any further comments
 - b. Phoenix staff to incorporate comments and provide a draft to the Board in August
 - c. The Board will have the opportunity to comment one final time
 - d. Phoenix staff to incorporate final comments and send to a copywriter / designer
 - e. Intent is to publish the 2-pager in Fall
 - f. Implementation of the strategic plan will begin in Jan 2023

Financial Update

The Board had the opportunity to review both the financial report and narrative prepared by **Connie Ng** in advance of the meeting and were supportive of the format. Discussion included market factors impacting Phoenix's unrealized investments.

Executive Director's Report.

Josh Young provided updates on the following:

A. Phoenix Status Report

- a. Staff additions and recruitment, noting challenges in hiring a software engineer.
- b. Increases in subscription and membership fees for 2023 will be higher than in the past, reflecting the current national financial situation, inflation, and the resulting rise in operating costs. The Biocyc transition planning between SRI and Phoenix is going well. Negotiations with the Chinese NSTL for the next TAIR renewal are underway.

B. Draft Charges for Board Committees

- a. Board members were in agreement with their assignments
- b. Todd and Liz are currently unassigned and will indicate their committee(s) of choice
- c. It was noted that the former strategic committee could be repurposed as a task force to provide support for the strategic plan.

C. Executive Director Position Description and Performance Evaluation

- a. The Board was supportive of the content of both documents and will provide any additional feedback by EOD Monday August 1st

Scheduling of Future Meetings

A. Quarterly Board Calls:

- a. Fri Sep 23rd 2022. 12-2pm PST
- b. Fri Dec 2nd 2022. 12-2pm PST

- B. Next Annual Meeting:** The next annual in-person board meeting will be scheduled for the first half of 2023, with final dates and location to be determined.

Approval of Previous Meeting's Minutes

Approval of the minutes of the Annual Meeting of the Board of Directors held in person and via Zoom on April 8, 2022. 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 11.33am, Pacific Standard Time.

Respectfully submitted,

Debbie Alexander, Secretary

Approved during the Board of Directors call on Sept. 23, 2022.