

**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 23rd, 2022 at 12 pm, 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, Nick Petersen, 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.

The Chairperson called the meeting to order at 12.05 pm Pacific Standard Time. The directors proceeded to the first order of business.

***Executive Director's Report.***

**Josh Young** provided updates on the following:

**A. Phoenix Status Report**

- a. Staff additions and recruitment, noting that a new software engineer has been successfully hired.
- b. SRI separation letter is complete and transitions are underway.
- c. NSTL national agreement for academic institutions in China. High level agreement has been reached on renewal financials.
- d. Sales volumes remain challenging and the Sales team is over allocated to manual processes and support. This is being addressed by dedicating two existing staff members to Sales. Salesforce database responsibilities will be outsourced, further technical solutions implemented, and a current position will be expanded to facilitate this dedicated headcount.

**B. Board Committee Updates**

- a. Audit and Strategic Planning committees are on track.
- b. Board members agreed to a proposed expansion of the remit of the Partnership Committee. The committee will consider agreements for non-exclusive sales agents

**C. Executive Director Goals Update**

- a. Generally on track. No additional comments from Board Members.

***Future Board meeting Format***

- A. Board members voted to implement a new format for virtual Board meetings, starting in Dec 2022. Todd made the motion and Rebecca seconded.

- B. Board meetings will be conducted in two parts, held within a week of each other. One session will focus on standing business and the other on special topics.

### ***Financial Update***

The Board had the opportunity to review both the financial report and narrative prepared by **Connie Ng** in advance of the meeting. The financial quarter has not yet closed so updates are limited. Discussion included Cyverse subscriptions, and a suggestion to include bar charts to enable revenue comparisons by category.

### ***2023 Budget***

The Board had the opportunity to review both the proposed budget and narrative prepared by **Connie Ng** in advance of the meeting.

- A. Staff: The budget provides for salary increases and also the two full time sales team members.
- B. Operations: Budget increase for conference attendance and TAIR publications
- C. Cyverse: Monitor revenue changes once subscriptions are enforced in October. An update will be provided to the Board at the December meeting and the Board suggested adding Cyverse revenues to the Sales Team goals.
- D. Discussion of the potential for Phoenix to charge consultancy fees for smaller projects. Suggestion to post rates and target 2-3 projects a year.
- E. Discussion of potential grant opportunities and clarification of capitalized software costs.
- F. Staff engagement. Suggestion to increase budget for an in-person meeting. Perhaps it could be an aspirational goal tied to Sales performance.
- G. Staff Development: Board members offered to schedule informational interviews and / or provide training for staff.

### ***Initial Discussion of Office of Science and Technology Policy Memo***

The memo states that all data from federally funded research be made available immediately upon publication. This has implications if Phoenix is awarded or collaborates on federal grants.

- A. Further information is scarce at present, but there are a number of conversations ongoing within the community at conferences. Funders, libraries and publishers are also heavily invested in the outcome. Funding agencies must submit a plan within 180 days.
- B. This is a potential leadership opportunity for Phoenix. Josh will draft a position statement for feedback. Josh will also be on a panel at PAG that will discuss suggestions for how funding agencies should set up and communicate data dissemination policies. Suggestion to be mindful of our audience as Phoenix is global and this policy applies only to the US.
- C. Unclear who is responsible for the costs of maintaining and disseminating data. However, Phoenix could be a solution to house data and resources for the community.

### ***Scheduling of Future Meetings***

- A. **Quarterly Board Calls:**

- a. Fri Dec 2nd 2022. 12-2pm PST
  - b. Wed Dec 7th 2022. 10am-12pm PST
- B. **Next Annual Meeting:** The annual in-person board meeting will be scheduled for the week of April 10th, 2023 in the San Francisco Bay Area

***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 July 29, 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 2.05pm, Pacific Standard Time.

Approved during the Board of Directors call on December 2nd, 2022

Respectfully submitted,

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Debbie Alexander, Secretary