

ANNUAL MEETING MINUTES  
Phoenix Bioinformatics Corporation,  
a California nonprofit corporation  
Annual Meeting of the Board of Directors  
Held on April 13, 2023

---

1. **Time and Place.** The Board of Directors ("Board") of Phoenix Bioinformatics Corporation, a California nonprofit corporation (the "Corporation"), met in person in San Mateo, CA on April 13, 2023.
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.** All directors of the Corporation were present in person: Debbie Alexander, Josh Young, Laure Haak, Liz Allen, Mary Margaret Sprinkle, Nick Peterson, Rebecca Bryant, Susan Au, and Todd Vision. At the Board's invitation, Phoenix staff members Connie Ng, Leonore Reiser, Shabari Subramaniam, Swapnil Sawant, Tanya Berardini, Trilok Prithvi and Xingguo Chen were present for the whole meeting. Phoenix staff members Amina Khababa, Brooke Long-Fox and Zach Zouyed attended the presentation portion via Zoom.
4. **Presiding Officers and Quorum.** The meeting was called to order at 10am and Debbie Alexander acted as Secretary and Laure Haak acted as Chair. With nine members of the Board in attendance, a quorum of the directors was present, and the meeting, having been duly convened, began.
5. **Presentations.**
  - a. **Connie Ng** presented the 2022 **Phoenix Financials** and financial related activities. Connie reported a healthy cash balance with revenue generated from a mix of grants and partner revenue. Discussion followed the presentation including the pros and cons of reliance on grant revenue.
  - b. **Leonore Reiser** presented an overview of AgBioData, and provided details of the associated sustainability work, Year 1 accomplishments, Year 2 planned activities, benefits and challenges for Phoenix. Discussion followed. The Board was interested in the potential for extended funding opportunities and the opportunity for Phoenix to be a leader in database sustainability and storage of new datasets such as functional genomics data.
  - c. **Trilok Prithvi's** update on the technology Team was postponed.
  - d. **Amina Khababa** shared information about the **sales and marketing activities** that Phoenix has undertaken. Discussion followed the presentation with the board members contributing ideas on 2023 sales team conference attendance and the scope of marketing activities offered to partners.
  - e. **Tanya Berardini** presented an overview of the **Science supported by Phoenix**, including the Morphobank membership model. The Board encouraged

diversification of revenue streams to supplement the membership model and discussed a number of options.

6. **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:
  - a. **Quarterly Board Calls:**
    - i. Friday June 30th at 10am - 12pm PT
    - ii. Monday August 28th at 10am - 12pm PT
    - iii. Friday December 1st at 10am - 12pm PT
  - b. **Next Annual Meeting:** The next annual in-person board meeting will be scheduled for March or April 2024, with final dates and location to be determined.
7. **Adjournment.** The meeting was adjourned at 3:10 pm, Pacific time.

The foregoing minutes are hereby respectfully submitted by:

Debbie Alexander, Secretary of the Meeting