

**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 13, 2024 at 12pm, 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, Jen Gibson, Laure Haak, Hilmar Lapp, Nick Provart and Josh Young attended. Amina Khababa, Trilok Prithvi and Leonore Reiser were present at the invitation of the board. Rebecca Bryant 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 12.05pm Pacific Standard Time. The directors proceeded to the first order of business.

Opening and Introductions

The Board welcomed three new members: Jen Gibson, Hilmar Lapp and Nick Provart.

Update on AgBioData Creativity Extension

Leonore provided updates on the following:

- A. There has been good progress on AgBioData's specific aims: 1) Recommendations, standards, & implementation plans for FAIR data; 2) Expand the network to include key stakeholders; 3) Educational and training materials for researchers; and 4) Roadmap for sustainable GGB data / database ecosystem. A grant extension application is in the works, which would expand the project until 2026.
- B. Potential for further grant funding to support this work. Phoenix is exploring possibilities for the subject for new grants. The Board had suggestions on alignment with Phoenix's strategic plan and ensuring adequate salary coverage for participating employees.

AI Project Update

Trilok provided updates on the following:

- A. The Tech team is evaluating the use of AI to drive efficiencies at Phoenix. Three projects were proposed: Customer Service Chatbot, Site wide chatbot, and a Curation pipeline. In order to implement any of these, both domain knowledge and tools / infrastructure are needed. To evaluate different tools, the team has been running some pilot studies using AWS tools such as Lex, Bedrock and Opensource. Based on the pilot studies, the tech team recommended starting with the customer service chatbot. In parallel, they will continue to evaluate tools and develop domain expertise. The Board was supportive of this measured approach and provided some suggestions for curation tools to evaluate.

Executive Director's Report

Josh reported on the following:

- A. Organization Updates:
 - a. Phoenix is currently fully staffed
 - b. Grant applications are underway for Morphobank and AgBioData extension
 - c. Upcoming conference attendance: Dreamforce, Plant Genomics, Charleston Conference
 - d. TAIR individual level subscription updates are planned for the fall
 - e. Phoenix continues to explore working with a sales agent to increase sales both domestically and internationally.
- B. Board member term dates
 - a. The Board discussed making board term start and end dates more uniform and provide more time for onboarding before annual budgets need to be ratified.
 - b. Laure made a motion that Board member terms start and end at the first board meeting in the fall. Rebecca seconded. Unanimous votes. The Board noted that terms of some current board members may need to be adjusted to fit the new start and end dates. Josh will follow up on this.
- C. Status of Phoenix:
 - a. BD remains yellow as new revenue streams are being explored and existing partner revenues are growing slowly.

Budget Update

Josh provided an update:

- A. The November Board meeting will focus on reviewing and voting on the 2025 budget. A preview of open issues was provided.

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 August 2nd, 2024. 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 2.10 pm, Pacific Standard Time.

Respectfully submitted,

Debbie Alexander, Secretary