

**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 November 8th, 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, Susan Au, Liz Allen, Rebecca Bryant, Jennifer Gibson, Laure Haak, Hilmar Lapp, and Josh Young attended. Tanya Berardini and Connie Ng were present at the invitation of the board. Nick Provart sent his apologies. 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.

Executive Director's Report

Josh Young provided updates on the following:

- A. Grant proposals are underway to support MorphoBank and AgBioData.
- B. New TAIR individual subscription models currently undergoing user testing, with the goal of going live in the coming months.
- C. Talks are still underway to explore the possibility of contracted staff for other digital research resources.
- D. The search for a domestic and European sales agent has concluded. The pricing structure offered was not favorable to Phoenix. The Board suggested that a deeper discussion be had at the spring in person meeting to think creatively about sales agent models.

Presentation of 2025 Draft Budget

Josh framed the discussion:

- A. Phoenix has been exploring various business models to support its growth and sustainability. However, after some experimentation it has become clear that these new approaches to revenue generation are a distraction to Phoenix's core business. Instead, Josh proposed focussing on what is working, such as subscription models and grant revenue. Generally, board members were supportive of greater focus at Phoenix to ensure that service to the community will improve, instead of being spread too thin across multiple projects and initiatives. Hilmar made a motion to endorse the Executive Director's recommendation to narrow and clarify Phoenix's mission; recognize and embrace what is working. Laure seconded. The motion passed unanimously.
- B. Voluntary Product Accessibility Template (VPAT) compliance is growing in importance. The first step is to have a third party conduct an audit to identify any areas of improvement. The Board suggested including the VPAT audit in the 2025 budget as a one-off deficit spending.

- C. Other budget line items were noted: staff salary increases, contracted staff for other digital research resources and revenue from existing partnerships. Discussion followed with recommendations to provide options at the December budget meeting.

Approval of Previous Meeting's Minutes

Approval of the minutes of the meeting of the Board of Directors held via Zoom on September 13, 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 2.15pm, Pacific Standard Time.

Respectfully submitted,

Debbie Alexander, Secretary