ANNUAL MEETING MINUTES
Phoenix Bioinformatics Corporation,
a California nonprofit corporation
Annual Meeting of the Board of Directors
Held on April 29th and 30th, 2025

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 29th and 30th, 2025.
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: Liz Allen, Debbie Alexander, Susan Au, Rebecca Bryant, Jennifer Gibson, Laure Haak, Hilmar Lapp, Nicolas Provart, and Josh Young. At the Board's invitation, Phoenix staff members Tanya Berardini, Xingguo Chen, Amina Khadaba, Kartik Khosa, Brooke Long-Fox, Connie Ng, Trilok Prithvi, Leonore Reiser, Swapnil Sawant and Zach Zouyed were present for relevant portions either in person or via Zoom.
4. **Presiding Officers and Quorum.** The meeting was called to order at 10am on April 29th. Debbie Alexander acted as Secretary and Hilmar Lapp acted as Chair. With ten members of the Board in attendance, a quorum of the directors was present, and the meeting, having been duly convened, began.
5. **Chair's Welcome**
    a. Hilmar Lapp, Chair of the Board welcomed the attendees and set the meeting focus to 2025 strategy.
6. **Board Discussion: 2025 strategy.** The goal of the discussion was to help Phoenix prioritize 2025 activities and maintain alignment with the strategic plan.
    a. Josh provided some background to the current 5-year strategic plan, noting that we are at the midpoint of the plan and the most significant changes to the plan has been the decision to pause the partnership program.
    b. The Board undertook a workshopping exercise to review the strategic plan. The primary goal was to assess whether the Phoenix Mission and Vision were still relevant and aligned with the current company strategy.
    c. After lively debate, a framework for a refreshed Mission and Vision focussed on Phoenix's core competencies was proposed. Phoenix staff will now use this framework to generate a revised Mission and Vision for Board approval.
7. **Communication of outcomes of strategic plan review.** The Board were aligned that it is important to communicate any changes to the Vision and Mission, via blog post or other relevant method.
8. **Discussion of scenarios and responses for possible federal actions.**

a. Josh provided an overview of the scenarios evaluated, including reduction in federal overhead, loss of grant funding, reduction of subscriptions to TAIR both within the US and abroad.

b. Discussion included acknowledgement that while Phoenix's current grants have not been affected, future subscription revenue may be impacted due to the reduction in academic institution budgets. Further discussion included tactics to mitigate risk and diversify funding avenues.

9. **Presentations.**

a. **Brooke Long-Fox** presented an update on MorphoBank outreach

i. Brooke has initiated an outreach strategy to increase both community curation efforts and the visibility of MorphoBank.

ii. Outreach efforts have included conference presentations, social media posts, involvement in Repo2Pub and guest speaking opportunities. On the curation front, ten volunteers from the American Museum of Natural History have been curating data for almost a year. Phoenix provides training and a seminar series to volunteers.

iii. Going forward, grant opportunities, virtual workshops and AI curation tools are being explored, including an inaugural MorphoBank virtual conference in the fall.

iv. The Board made suggestions for new member organizations and outreach at conferences to such organizations.

b. **Tanya Berardini presented a TAIR reannotation update.**

i. Tanya discussed the Arabidopsis Genome Reannotation Project she had been coordinating over the past two years. Tanya highlighted the importance of this project, as knowledge gained from Arabidopsis can be transferred to other species, especially those important to humans. She also explained the process of reannotation, which involves assembling chromosome sequences, predicting genes, and manually reviewing these predictions. Tanya mentioned that the project was a community effort, with contributors from around the world.

ii. The project is now complete, and the new annotation has been submitted to Genbank. The next steps include integrating the new information into visualization tools and updating the reference genome in the database.

iii. Discussion included thoughts on how best to message this achievement., including manuscript submission, letter to subscribers thanking them for helping to support this effort, blog posts, success story interview, etc.

c. Trilok Prithvi and Xingguo Chen presented a Broad View of AI and AI at Phoenix.

i. The team gave an overview of the current AI landscape, including emerging trends in AI technology such as Agentic AI systems, Multi-Modal Models and Advanced NLP models. Advanced AI Chatbot Development Methodologies

ii. The team also discussed their 2024 focus on building a customer service chatbot, with the goal of supporting the sales team in answering FAQ-type questions from users. In addition, the chatbot could pull usage statistics for specific user queries. Discussion involved the potential for multilingual support in the chatbot.

iii. Lively discussion ensued around the future potential for an AI tool to query the entire database and return results. Also to streamline curation activities. Likely the subscription model would need to be adjusted to accommodate these advances.

d. Connie Ng presented a Financial Overview

i. Connie presented an overview of Phoenix's financials, including historical revenue trends and income streams.

ii. The 2024 audit was completed with a clean result.

iii. Discussion included TAIR subscription revenue trends and the possibility of expanding to include additional plant species to capture more of the plant sciences research market.

10. **Implementation Priorities**

a. The Board suggested implementation steps for topics arising at this meeting, specifically changes to Phoenix's Mission and Vision and ideas to support a response to possible federal actions.

b. Discussion also involved engaging a marketing and communications consultant to retain and grow Phoenix's customer base.

11. **Board Business.**

a. **Annual Conflict of Interest Statement completion:** The Board members were provided with forms to fill in for this annual requirement. No conflicts were noted.

b. **Board Recruitment:** The Nomination Committee identified three new Board candidates. Directors had the opportunity to meet each candidate on zoom calls, prior to this meeting.

i. Laure, Liz and Susan are planning to retire from the Board in the fall. Josh thanked each for their service, which was heartily endorsed by the remaining Board members.

ii. Laure made a motion to accept the nomination of each of the three candidates. Jen seconded. The Board voted unanimously.

iii. Typically, new Board members join in the fall. However, the Board discussed that it may be advantageous for the candidate for Treasurer to start earlier to enable a transitional overlap with Susan. Rebecca made a motion for the Treasurer candidate to join the Board as soon as possible. Susan seconded. The Board voted unanimously.

iv. The Board made recommendations for background materials that could help new Board Members come up to speed quickly.

c. **Scheduling of Future Meetings:** It was agreed that the next four 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:

i. Quarterly Board Calls:

1. Monday September 29th at 10am - 12pm PT

2. Thursday November 20th at 10.30am-12.30pm PT

3. Thursday December 18th at 8am - 11am PT

ii. **Next Annual Meeting:** The next annual in-person board meeting will be scheduled for March or April 2026, with final dates and location to be determined.

12. **Adjournment.** The meeting was adjourned at 4.30pm, Pacific time, April 30th.

The foregoing minutes are hereby respectfully submitted by:

Debbie Alexander, Secretary of the Meeting