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 December 13th, 2024 at 10 am, 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, Laure Haak, Hilmar Lapp, Nicholas Provart, and Josh Young. Tanya Berardini, Amina Khababa, Connie Ng and Trilok Prithvi were present at the invitation of the board. Jennifer Gibson sent her 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 10am Pacific Standard Time. The directors proceeded to the first order of business.

Spring BOD Meeting Date

The annual in-person Board of Directors meeting will be held April 29th and 30th 2025.

Board Discussion and vote on the 2025 budget

Josh framed the discussion:

A. The board had the opportunity to review the budget in advance. Discussion followed, with the Board recommending appropriate staff annual salary increases, moving ahead with a VPAT audit and increasing the budget to include additional conference attendance. The Board voted to unanimously approve the revised budget.

Board Membership

A. Three board members are up for re-election. Two are planning to retire in 2025; Laurie Haak as noted in previous minutes and Susan Au. The Board made a motion to acknowledge that Susan has very generously given almost 10 years of dedicated service, feedback, and enthusiasm. Phoenix would not be where it is now without her. The motion was unanimously passed.
B. The Nomination Committee will start recruitment efforts early in 2025 to identify a new Board treasurer and one other board member. Nomination committee membership will also be revised.

Election of 2025 Officers

A. Rebecca will step down as Chair. The Board enthusiastically thanked Rebecca for her service. Hilmar was nominated by Josh and elected via a unanimous vote.
B. Secretary: Debbie agreed to continue as Secretary and was elected via a unanimous vote
C. Treasurer: Susan will continue to serve as Treasurer until a new Board candidate is elected.

CLOSED SESSION : Executive Director Review

Adjournment

There being no further business to come before the board, the meeting was adjourned at 1pm, Pacific Standard Time.

Respectfully submitted,

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Debbie Alexander, Secretary