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# Committee Meeting Minutes of VITACHOICE LTD

Meeting No: 007

Date: 18/11/2025

Time: 2:00 pm - 4:14 pm (Darwin Time)

Place: 110/12 Salonika St, Parap, NT 0820 (In person & By Videoconference)

Meeting ID: Meeting ID: 631 017 0000

Password: 631017

URL: <https://us06web.zoom.us/j/6310170000?pwd=UnNLd01aSzlpOS81TzZpU2djYUEyQT09&omn=82491704935>

  

Meeting Host: Dawn Spirit

Minute Secretary: Yuping HE

Time Keeper: Yuping HE



### Attendees

(A=Apology, P= Present, L=Leave of Absence, Abs=Absent and Silent)

No	Name	Position	Attendance	Method
1.	BENNIE SPIRIT	Planner	P	in person
2.	Yuping HE	Managing Director	P	in person
3.	DAWN SPIRIT	Chairperson	P	in person
4.	LE THI MY TRANG	Marketing Manager (Vietnamese)	P	in person
5.	Chaoqun CAI	Marketing Manager	P	in person
6.	XIMING ZHAO	Cook	P	in person
7.	CHENGLI LI	Marketing Manager (Chinese)	P	by Videoconference
8.	YINFENG WANG	Web Content Manager	P	by Videoconference

Attendance Report	
P	8
A	1
L	2
Abs	0
<b>Total</b>	<b>11</b>

Meeting open	The Chairperson, Dawn Spirit, opened the meeting at <b>2: 00 PM Darwin Time Zone.</b>
Apology	
Participant status	



Reports and Proposal

<p>Bennie SPIRIT</p>	<p>TOPICS:</p> <ol style="list-style-type: none"> <li>1. <b>Cash in &amp; out since Sept 15 till end of Oct - by Treasurer Yuping HE</b></li> <li>2. <b>Meeting Minutes Confirmation &amp; Updates on Secretary in ASIC - by Secretary Yuping HE</b></li> <li>3. <b>Employment Contract &amp; Timesheet of Yuping HE - by Managing Director Yuping HE</b></li> <li>4. <b>Membership Approvals - by Chair Dawn Spirit</b></li> <li>5. <b>GST Application Issue – by Chair Dawn Spirit</b></li> <li>6. <b>Marketing Manager’s Report – by Chaoqun CAI</b></li> <li>7. <b>Report from Marketing Manager in Chinese – by Chengli LI</b></li> <li>8. <b>Report from Marketing Manager in Vietnamese – by LE THI MY TRANG</b></li> <li>9. <b>Applying wage for Jean from my Start-up capital to our company – by Ximing ZHAO</b></li> </ol>
<p>Discussions and Resolutions</p>	<p><b>Topic 1: Cash in &amp; out (Sept 15 – End of Oct)</b></p> <p>The Treasurer Yuping HE led the attendees to review all transactions across three bank accounts and In-kind donations during the period.</p> <p><b># 0637, total 23 transactions:</b></p> <p>Total Cash in: \$435,820.97, including donations as start-up funds, donations from external companies and members, member joining fee</p> <p>Total Cash out: \$316,022.87 as bank transfers, \$150,000.00 to Saving Account # 2078 and \$165908.87 to Term Deposit # 9585</p> <p><b># 2078, total 2 transactions:</b></p> <p>bank transfer of \$ 150,000.00 from # 0637</p> <p>Monthly interest of \$ 63.69 from NAB</p> <p><b># 9585, merely one-time transaction</b></p> <p>\$ 165908.87 transferred from # 0637, deposited on Oct 2, 2025</p> <p><b>In-Kind Donation</b></p> <p>Total 5 transactions with total values of \$ 1,779.60</p>

- 1) Company Registration Fee: \$ 503.00 donated by Yuping HE
- 2) New Public Liability Insurance: \$ 709.50 donated by Yuping HE
- 3) 482 Visa Sponsorship Fee: \$ 425.88 donated by Dawn SPIRIT
- 4) Annual Domain Name Application Fee: \$ 21.77 donated by Yuping HE
- 5) Annual Server Fee of VITACHOICE LTD: \$ 119.45 donated by Yuping HE

**Topic 2: Meeting Minutes Confirmation & Updates on Secretary in ASIC**

The Secretary Yuping HE led the attendees to review such meeting minutes as of 5 Directors Resolutions & of 6 Committee Meetings with signatures on them.

Then Yuping HE reported the updates to ASIC on the position of Secretary on Nov 13, 2025- CAI, CHAOQUN ceased; HE, YUPING appointed

Resolution: The Committee confirmed all minutes and acknowledged the change in Secretary on the ASIC register.

**Topic 3: Employment Contract & Timesheet of Yuping HE**

The Managing Director Yuping HE led all members to review the signed Employment Contract and Timesheet and disclosed the Interest of Conflict on her salary honestly according to the relevant policy. Meanwhile such a conflict had been recorded into the VC Register of related party transactions (small charities).

Resolution: The Committee acknowledged and accepted the disclosure regarding the Managing Director's contract and conflict of interest.

**Topic 4: Membership Approvals**

The Chair, Dawn Spirit, led the review and vote on nine Membership Applications.

**Resolution:** All nine applications were approved unanimously.

**Topic 5: GST Application Issue**

The Chair raised the issue of registering for GST in case it is required for future Government Grant Applications.

**Resolution:** Following a discussion on future grant requirements, the Committee voted to proceed with the application to register for GST.

	<p><b>Topic 6. Marketing Manager’s Report</b></p> <p><b>Health Promotion:</b> Carried out via YouTube and X platform during September and October, noting increased impression in October due to the Mixed Content Strategy.</p> <p><b>Marketing Specialist Training:</b> The 12-period training is complete, and the marketing function is fully operational with a standardized PDCA management system. The team completed the 6-Period Australian Marketing Language Training and is undergoing Principles of Marketing training (4 parts).</p> <p><b>Production:</b> Reported on the ongoing process of Signage and Banner Production for VC.</p> <p><b>Topic 7. Report from Marketing Manager in Chinese</b></p> <p>Health Promotion (Oct): Reported on activities via YouTube and X platform.</p> <p>YouTube Findings: Short Feed format had a good impression, and views were mostly from Taiwan.</p> <p>X Platform: Chinese works had roughly equal views to English creations (Oct 14 to Oct 31).</p> <p><b>Topic 8. Report from Marketing Manager in Vietnamese</b></p> <p><b>Health Promotion (Oct):</b> Reported on activities via YouTube.</p> <p><b>YouTube Findings:</b></p> <ul style="list-style-type: none"> <li>• Shorts Feed contributed 91.4% of total views.</li> <li>• The video "How Sugar Destroys Body" earned 195 views and a Watch Time of 9.57 hours.</li> </ul> <p><b>Topic 9. Applying wage for Jean from my Start-up capital to our company</b></p> <p>Director Ximing ZHAO requested to apply a wage for his wife, CAI, CHAOQUN (Jean), to be paid from his September 2025 Start-up Capital contribution to VC.</p> <p><b>Resolution:</b> The Committee approved the request by Director Ximing ZHAO to apply a wage for CAI, CHAOQUN (Jean) to be paid from his start-up capital contribution, acknowledging the ongoing need for Marketing Manager services.</p>
Minutes of the previous meeting	The Minutes of Committee Meeting 005 and 006 were confirmed.
Chairperson’s comment	N/A



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Future Program	Committee Meeting 008 On Dec 16, 2025
Meeting close	The meeting was declared closed at <b>6.08pm, Darwin Time Zone.</b>

**Confirmation of the minutes**

This minute is a true and accurate record of the meeting.

Signed by:

Minutes prepared by: HE, YUPING