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Committee Meeting Minutes of VITACHOICE LTD

Meeting No: 011
Date: 20/01/2026
Time: 2:00pm - 2:42 pm (Darwin Time)
Place: 110/12 Salonika St, Parap, NT 0820
Meeting ID: 631 017 0000
Password: 631017
URL: <https://us06web.zoom.us/j/6310170000?pwd=UnNLd01aSzlpOS81TzZpU2djYUEyQT09&omn=85622457591>

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.	DAWN SPIRIT	Chair	P	in person
3.	YUPING HE	Managing Director/Sectary	P	in person
4.	CHAOQUN CAI	Marketing Manager	P	in person
5.	XIMING ZHAO	Cook	P	in person
6.	YUANYUAN NING	Other	P	In person
7.	LE THI MY TRANG	Marketing Manager (Vietnamese)	P	in person
8.	MEIZHEN SHEN	Member	P	by videoconference
9.	YINFENG WANG	Web Manager	P	by videoconference

Attendance Report	
P	9
A	
L	3
Abs	
Total	12

Meeting open	The Chairperson, Dawn Spirit, opened the meeting at 2: 00 PM Darwin Time Zone.
Apology	
Participant status	Ximing ZHAO was late for several minutes



Reports and Proposal

Bennie SPIRIT

TOPICS:

- 1. Cash in & out of Dec - by Treasurer Yuping HE**
- 2. English Platform Marketing Report of Dec, 2025 - by Chaoqun CAI**
- 3. Meeting Minutes Confirmation – by Secretary Yuping HE**

Discussions and Resolutions

TOPICS:

1. Cash in & out Dec

The Treasurer Yuping HE led the attendees to review all transactions across 2 bank accounts during Dec, 2025

0637, total 11 transactions:

Total Cash in: \$7,579.35, totally 3 transactions from donations.

Total Cash out: \$9,747.09, totally 8 transactions, including 3 payments of wages, monthly PAYS and 2 transactions of operating expenses including accounting software subscription and monthly fee of Telecommunications and VC Signage Fee.

2078, total 1 transaction:

Monthly interest of \$ 67.86 from NAB

2. English Platform Marketing Report of Dec, 2025

- **Dec 2025 Promotion data report**
- **VC Marketing Specialist Training Report**

The Marketing Manager Chaoqun CAI collected the data from Digital Health Platform such as Youtube and Facebook. For the Youtube, she did the Data Analysis in such four respects as Content Type, Traffic Source, Geographic target, and Device Platform;

For the Platform Facebook, she drew:

Key Findings: Static Photos are the absolute winner on Facebook. **Photos Dominate.**

Reach: The highest reach for a single photo post was 36 people (a post about WHO sugar intake guidelines), far exceeding other formats.



	3. Meeting Minutes Confirmation The Secretary Yuping HE led all the attendees to review the Committee Meeting Minutes 008, 009 and 010. All the minutes have been confirmed.
Minutes of the previous meeting	Committee Meeting 008, 009 and 010.
Chairperson's comment	
Future Program	Committee Meeting 012 on Feb 17, 2026
Meeting close	The meeting was declared closed at 2.42pm, Darwin Time Zone.

Confirmation of the minutes

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

Signed by:

Minutes prepared by: HE, YUPING