



110/12 Salonika Street, NT 0820, Australia

ABN: 14690982597

Phone: 0406 005 063

<http://vitachoice.org.au>

[vitachoice.clg@gmail.com](mailto:vitachoice.clg@gmail.com)

---

## Committee Meeting Minutes of VITACHOICE LTD

Meeting No: 012  
Date: 17/02/2026  
Time: 3:00pm - 3:55 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=83354719641>  
  
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.	MEIZHEN SHEN	Member	P	by videoconference
7.	YINFENG WANG	Web Manager	P	by videoconference

Attendance Report	
P	7
A	
L	5
Abs	
<b>Total</b>	12

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><b>TOPICS:</b></p> <ol style="list-style-type: none"> <li><b>1. Establishment of Business in SA – by Chair Dawn Spirit</b></li> <li><b>2. Executive Chief Appointment of Business in SA – by CAI, CHAOQUN</b></li> <li><b>3. Initial Funds Transfer Application – by Treasurer Yuping HE</b></li> <li><b>4. Four Types of Tax Concession of VC – by Public Officer Yuping HE</b></li> <li><b>5. Cash in &amp; out of Jan 2026 - by Treasurer Yuping HE</b></li> <li><b>6. Marketing Report of Jan 2026 - by Marketing Manager Chaoqun CAI</b></li> <li><b>7. Meeting Minutes Confirmation – by Secretary Yuping HE</b></li> </ol>
<p>Discussions and Resolutions</p>	<p><b>TOPICS:</b></p> <ol style="list-style-type: none"> <li><b>1. Establishment of Business in SA – by Chair Dawn Spirit</b> <ol style="list-style-type: none"> <li>1) The Chair, Dawn Spirit, presented the confirmed Directors Resolution to establish a new company in South Australia to expand VitaChoice's mission of alleviating suffering caused by metabolic diseases, particularly diabetes.</li> <li>2) Business Purpose: The SA entity shall focus on expanding the business of preventing and control of diabetes with the same purpose with Clause 7 of CONSTITUTION OF VITACHOICE LTD.</li> <li>3) Governance Structure: The expected officers of the SA entity are: Dawn Spirit, CAI, Chaoqun, ZHAO, Ximing and HE, YUPING</li> </ol> </li> <li><b>2. Executive Chief Appointment of Business in SA – by CAI, CHAOQUN</b> <p>CAI, CHAOQUN has volunteered to undertake the role of Executive Chief, with full responsibility to execute all operational matters. The motion was passed unanimously by the committee.</p> </li> <li><b>3. Initial Funds Transfer Application – by Treasurer Yuping HE</b> <p>Yuping He, as Treasurer of VitaChoice LTD, presented the Initial Funds Transfer Request with the confirmation and signature of ZHAO, XIMING to the Committee with the aim:  to transfer balance of the initial fund contributed by Director ZHAO, XIMING from VitaChoice LTD (NT) to SA entity for the purpose of establishing and operating the same South Australia business. The amount of the Balance is to be confirmed when doing the bank transfer.</p> </li> <li><b>4. Four Types of Tax Concession of VC – by Public Officer Yuping HE</b></li> </ol>



Tax concession:

FBT Exemption 04 Jan 2026

GST Concession 15 Sep 2025

Income Tax Exemption 15 Sep 2025

VITACHOICE LTD is endorsed as a Deductible Gift Recipient (DGR) from 04 Jan 2026. It is covered by Item 1 of the table in section 30-15 of the Income Tax Assessment Act 1997.

### 5. Cash in & out of Jan 2026 - by Treasurer Yuping HE

The Treasurer Yuping HE led the attendees to review all transactions across 2 bank accounts during Jan 2026.

#### # 0637, total 9 transactions:

Total Cash in: \$ 2,658.49, totally 1 transaction from donations.

Total Cash out: \$ 11,494.46, totally 8 transactions, including 3 payments of wages, monthly PAYG 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 \$ 61.72 from NAB

### 6. Marketing Report of Jan 2026 - by Marketing Manager Chaoqun CAI

- Jan 2026 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 Performance briefly, Traffic Growth Trend, Content Winners & Losers, Critical Bottleneck Analysis:

**Key Finding 1):** The channel saw a significant pivot in late January. While baseline traffic was low, new content focused on “**Diabetes**” triggered a 400% increase in daily activity starting Jan 24<sup>th</sup>.

**Key Finding 2): Content Dilution:** *Marketing Specialist Training* videos (60+ mins) are mixed with public health content. This confuses the YouTube algorithm regarding who your target audience is.

Decision: to transfer the videos on *Marketing Specialist Training* from Public to Private.



	<p><b>7. Meeting Minutes Confirmation</b></p> <p>The Secretary Yuping HE led all the attendees to review the Committee Meeting Minutes 011.</p> <p>The minutes have been confirmed.</p>
Minutes of the previous meeting	Committee Meeting 011
Chairperson's comment	
Future Program	TBC
Meeting close	The meeting was declared closed at <b>3.55pm, 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 