



110/12 Salonika Street, NT 0820, Australia

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Committee Meeting Minutes of VITACHOICE LTD

Meeting No: 013

Date: 31/03/2026

Time: 2:00pm - 2:38 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=86507870587>

Meeting Host: Dawn Spirit

Minute Secretary: Yuping HE

Timekeeper: Yuping HE

Attendees



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(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/Secretary	P	in person
4.	CHAOQUN CAI	Marketing Manager	P	by videoconference
5.	XIMING ZHAO	Cook	P	by videoconference
6.	MEIZHEN SHEN	Member	P	by videoconference
7.	YINFENG WANG	Web Manager	P	by videoconference
8.	CHENGLI, LI	Marketing Manager (Chinese)	P	by videoconference
9.	LE THI MY TRANG	Marketing Manager (Vietnamese)	P	by videoconference
10.	YUANYUAN, NING	Visitor	P	by videoconference
11.	JING, DONG	Member	P	by videoconference

Attendance Report	
P	11
A	
L	
Abs	
Total	11

Meeting open	The Chairperson, Dawn Spirit, opened the meeting at 2: 00 PM Darwin Time Zone.
Apology	

Participant status	
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Reports and Proposal	
Bennie SPIRIT	TOPICS: 1. New membership approval – by Chair Dawn Spirit 2. Cash in & out of Feb 2026 - by Treasurer Yuping HE 3. New employees transitioned from long-term volunteer positions – by Yuping HE 4. Business Operation Report of Feb – by Yuping HE 5. VC Marketing Manager Resignation and Handover-by Chaoqun CAI 6. SA New Company Progress Report-by Chaoqun CAI 7. Meeting Minutes Confirmation – by Secretary Yuping HE
Discussions and Resolutions	TOPICS: 1. New membership approval – by Chair Dawn Spirit The Chair, Dawn Spirit led the Committee Members to consider the new membership application from Miss Jing, DONG. Vote: 11/11 Miss Jing DONG has become one member of VITACHOICE LTD. 2. Cash in & out of Feb 2026 - by Treasurer Yuping HE The Treasurer Yuping HE led the attendees to review all transactions across 2 bank accounts during Feb 2026. # 0637, total 7 transactions: Total Cash out: \$9,060.72 without any Cash in, totally 7 transactions, including 4 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 \$ 65.86 from NAB

3. New employees transitioned from long-term volunteer positions – by Yuping HE

The long-term volunteers Bennie Spirit and Dawn Spirit have been approved to work as full-time employees:

- **Context:** Transition from long-term volunteering to paid employment due to financial necessity.
- **Proposal:** Permanent appointment at the National Minimum Wage.
- **Commencement:** March 2026.
- **Action:** For committee endorsement and approval.

Vote: 11/11

Meanwhile, Yuping HE also presented the Licence Agreement – No Rent Payable, named **GRATUITOUS LICENCE TO OCCUPY**, issued by the Licensor **BSYG TRADING PTY LTD** under the owner Dawn Spirit, to **VITACHOICE LTD**, the Licensee, for 3 years dated from **1 April 2026** to **31 March 2029**.

4. Business Operation Report of Feb – by Yuping HE

Yuping HE delivered the Business Operation Report of Feb in 4 aspects below:

1) Staff Training On 3 February 2026

A staff training session was conducted for the organization, aimed at enhancing team capacity and service delivery for 8 hours:

[The Mechanism of Type 2 Diabetes Development 2026-02-14](#)

2) NT Government Grant Applications

Three grant applications were submitted to the Northern Territory Government. Updates on the outcomes will be provided as they become available.

3) Health Promotion Partnerships

Efforts were made to establish partnerships with community organizations to jointly promote Health Promotion initiatives. The following organizations were approached:

Darwin Baptist Church, St Mary's Star of the Sea, Darwin Irish Dance & Brendan Team

4) Recruitment - Community Health Promoter

Two candidates were identified for the Community Health Promoter position. However, a conflict in weekend availability has arisen, and the matter is currently being reviewed to find a suitable resolution.

	5) Printing Partnership Discussions were initiated with a printing company to explore a potential collaboration for the organization's promotional and printing needs. 5. VC Marketing Manager Resignation and Handover-by Chaoqun CAI On Feb 8, 2026, Ms Chaoqun CAI sent the Letter of Resignation – Marketing Manager to VITACHOICE LTD with the reason that she would explore an opportunity to develop diabetes prevention, management, and control initiatives in the region SA where she would relocate. On Mar 7, she submitted the handover of Marketing Manager to VITACHOICE LTD. 6. SA New Company Progress Report-by Chaoqun CAI The Executive Ms Chaoqun CAI updated the progress of the registration of VITAL LIFE CHOICE LTD located in SA, including finishing ASIC Company Registration, ABN Application and the ACNC Registration is to be submitted in the following step. 7. Meeting Minutes Confirmation – by Secretary Yuping HE The Secretary Yuping HE led all the attendees to review the Committee Meeting Minutes 012. It has been confirmed and to be filed.
Minutes of the previous meeting	Committee Meeting 012
Chairperson's comment	
Future Program	TBC
Meeting close	The meeting was declared closed at 2.38 pm, 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

