



110/12 Salonika Street, NT 0820, Australia

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Committee Meeting Minutes of VITACHOICE LTD

Meeting No: 014

Date: 21/04/2026

Time: 2:00pm - 2:22 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=83260610338>

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	General Clerk	P	in person
4.	CHAOQUN CAI	Member	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

Attendance Report	
P	9
A	
L	
Abs	
Total	9

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

Reports and Proposal

Bennie SPIRIT

TOPICS:

1. **Cash in & out of Mar 2026 - by Treasurer Yuping HE**
2. **Business Operation Report of Mar - by Yuping HE**
3. **VLC Progress Report - by Chaoqun CAI**
4. **Meeting Minutes Confirmation - by Secretary Yuping HE**

Discussions and Resolutions

TOPICS:

1. Cash in & out of Mar 2026 - by Treasurer Yuping HE

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

0637, total 8 transactions:

Total Cash out: \$9,875.12, comprising 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.

Total Cash in: \$ 500.00 from the new member Miss Jing DONG joining fee at Full-time Student half price.

2078, total 1 transaction:

Monthly interest of \$ 98.83 from NAB

2. Business Operation Report of Mar – by Yuping HE

Managing Director's Report March 2026

- 1) **Grant** – City of Darwin Community Grant Application submitted on Mar 25, 2026, outcome pending in 6 weeks
- 2) **Health Promotion Partnerships**

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

NT Department of Education - email sent on Mar 25, 2026

Unions NT – email sent on Mar 25, 2026

	Northern Territory Chamber of Commerce and Industry - email sent on Mar 26, 2026 Brendan Team – support in a friendly manner was confirmed on Mar 27, 2026 3) Recruitment – General Clerk (incl. the Roles of Secretary, Treasurer & Public Officer in a Charity) Two Recruitment Advertisements were published on Indeed and Work Connect on Mar 21, 2026 3. VLC Progress Report - by Chaoqun CAI The Executive Ms Chaoqun CAI updated the progress of Vita Life Choice Ltd, which has successfully achieved its registration with ACNC. 4. Meeting Minutes Confirmation – by Secretary Yuping HE The Secretary Yuping HE led all the attendees to review the Committee Meeting Minutes 013. It has been confirmed and to be filed.
Minutes of the previous meeting	Committee Meeting 013
Chairperson's comment	
Future Program	TBC
Meeting close	The meeting was declared closed at 2.22pm, 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 