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Committee Meeting Minutes of VITACHOICE LTD

Meeting No: 015

Date: 19/05/2026

Time: 2:00pm - 3:36pm (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=84357688574>

Meeting Host: Dawn Spirit

Minute Secretary: Yuping HE

Timekeeper: Yuping HE



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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	General Clerk	P	in person
4.	CHAOQUN CAI	Member	P	by videoconference
5.	YUANYUAN NING	Observer	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

Core Committee Members

TOPICS:

1. **Cash in & out of April 2026 - by Treasurer Yuping HE**
2. **Employee Bennie Spirit transitioned to long-term volunteer**
3. **Business Operation Report of April - by Yuping HE**
4. **VLC Progress Report - by Chaoqun CAI**
5. **Meeting Minutes Confirmation - by Secretary Yuping HE**

Discussions and Resolutions

TOPICS:

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

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

0637, total 11 transactions:

Total Cash out: \$18,983.29, totally 11 transactions, including 6 payments of wages, reimbursement of HP Laptop purchase, monthly PAYG, quarterly Super payment, and monthly fee of accounting software subscription and monthly fee of Telecommunications.

There was no Cash in during April 2026.

2078, total 1 transaction:

Monthly interest of \$ 121.56 from NAB

2. **Employee Bennie Spirit transitioned to long-term volunteer**

Employee Bennie Spirit transitioned to long-term volunteer since May 4, 2026.

3. **Business Operation Report of April – by Yuping HE**

Yuping HE delivered the Business Operation Report of April in 6 aspects below:

- 1) **Government and Community Grant Applications**

- 2) **Strategic Partnerships & Community Outreach**
- 3) **Digital Health Platform**
- 4) **Nonprofit Credentials & Digital Infrastructure**
- 5) **Human Resources & Talent Acquisition**
- 6) **Marketing, Media & Event Operations**

The minutes of above-mentioned were recorded as below:

1) **Government and Community Grant Applications**

Bill Raby Diabetes Fellowship Community Grants Program: Submitted a formal grant application for the project titled "Clear Minds: Diabetes Prevention Launch" on April 27. The initiative aims to conduct ongoing community workshops in Parap linking glucose management to cognitive health. Healthy Living NT acknowledged the application, with the Governors scheduled to deliberate in June 2026.

Community Benefit Fund (Round 2): Received notification that the applications for the Major Community Event Grant (VC Health Promotion Activity) and the Vehicle Community Organisation Grant were unsuccessful. Followed up with the CBF Secretariat and received feedback clarifying that the health promotion program did not align with the specific "major community event" criteria outlined in their guidelines.

2) **Strategic Partnerships & Community Outreach**

Australian Red Cross NT: Initiated a partnership proposal on April 10 to integrate metabolic health education into their existing multilingual women's health programs. The Red Cross team acknowledged the request and indicated they will arrange a collaborative planning meeting in mid-May 2026.

Aboriginal Community & Health Networks: Disseminated targeted partnership inquiries and evidence-based materials on April 23 to key territorial stakeholders, including AMSANT (Aboriginal Medical Services Alliance NT), NT Health Chronic Conditions Prevention Team, NT Primary Health Network, and Healthy Living NT Team.

Faith & School Wellness Initiatives: Continued localized grassroots outreach by submitting tailored health-promotion proposals to **Darwin Baptist Church**, **St Mary's Catholic Primary School**, and **St Mary's Star of the Sea Cathedral** and followed up **Student Wellbeing and Inclusion Programs and Services (SWIPS) Team**

Brendan's Community Session:

On Monday, April 20, 2026, Brendan (from Inner Lantern) hosted a special mindfulness and discussion session titled "**Does reality suit you**" directly at our workplace. This collaborative event was strategically organized to draw a fresh audience to our venue and increase community engagement with our organization. Follow-up media (including video and photography) was shared with Brendan the following day to support ongoing relationship-building.

Rachita Jain (Darwin High School – English Teacher)

On April 28, 2026, Rachita dropped in our office to look for collaborations in:

- Mental Health, especially in the therapy of Meditation
- Organic Food from our Community Farm purchase weekly
- Keep in regular loop for healthy meal gathering and meditation

Srijana (National Australia Bank Liaison)

We reached out to Srijana via email on **April 30, 2026**, officially inviting her to participate in VITACHOICE's upcoming health promotion activities.

The Outcome: Srijana warmly replied, stating it would be her pleasure to serve as a community facilitator and deliver a specialized speech on **Gestational Diabetes Mellitus (GDM)** for our Gathering to Promote Mental and Physical Event planned for late June or July 2026.

To be followed up: to provide her more materials in Type 1 Diabetes

3) Digital Health Platform updates

The two accounts of social media have been updated as below:

YouTube:

<https://www.youtube.com/feed/playlists>

Facebook:

<https://www.facebook.com/profile.php?id=61573314134722>

4) Nonprofit Credentials & Digital Infrastructure

Google & Zoom for Nonprofits: Successfully achieved official verification status as a nonprofit organization via Goodstack on April 15–16. This unlocked access to specialized tech streams, including approved administrator access for *Google Workspace for Nonprofits*, *Google Ad Grants*, and a 50% discount on *Zoom Workplace Pro* corporate systems.

Financial Compliance: Successfully submitted and updated the charity's Tax File Number (TFN) with the National Australia Bank (NAB) Darwin City Branch on April 15 to ensure correct account indexing.

5) Human Resources & Talent Acquisition

Recruitment Campaigns: Managed a live job campaign on Indeed and Territory WorkerConnect for a *General Clerk (incorporating Secretary, Treasurer, and Public Officer roles)*. The postings concluded their 30-day free cycles in late April.

Hiring & Induction: Interviewed and successfully extended an official *Offer of Employment & Professional Development Agreement* to candidate Michael Baldwin for a Treasurer Internship role. Contract processing and onboarding scheduling took place during the first week of April.

	6) Marketing, Media & Event Operations Marketing Banners: Worked extensively with Colemans Printing across April to design, refine, and quote custom double-sided pull-up banners covering the "<i>Mechanism of Diabetes Type 2</i>" to prepare for physical public exhibitions. Event Registrations: Registered organizational personnel for the upcoming Menzies Stay Strong Training session (held late April) and secured tickets for the Festival of Women + Territory Taste 2026 expo while exploring stall options. 4. VLC Progress Report - by Chaoqun CAI The Executive Ms Chaoqun CAI updated the registrations, especially 4 types of Tax Concessions have been approved by ATO for VITAL LIFE CHOICE LTD located in SA. 5. Meeting Minutes Confirmation – by Secretary Yuping HE The Secretary Yuping HE led all the attendees to review the Committee Meeting Minutes 014. It has been confirmed and to be filed.
Minutes of the previous meeting	Minutes of Committee Meeting 014 has been confirmed.
Chairperson's comment	
Future Program	Tuesday, June 16, 2026
Meeting close	The meeting was declared closed at 2.36 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

