



110/12 Salonika Street, NT 0820, Australia

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Committee Meeting Minutes of VITACHOICE LTD

Meeting No: 016

Date: 16/06/2026

Time: 3:01pm - 3:42 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=81712223969>

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.	XIMING ZHAO	Member	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.	AILING SUN	Member	P	by videoconference

Attendance Report	
P	10
A	
L	
Abs	
Total	10

Meeting open	The Chairperson, Dawn Spirit, opened the meeting at 3: 01 PM Darwin Time Zone.
Apology	
Participant status	

Reports and Proposal

Core Committee Members

TOPICS:

1. **Cash in & out of May 2026 - by Treasurer Yuping HE**
2. **Business Operation Report of May - by Yuping HE**
3. **VLC Progress Report - by Chaoqun CAI**
4. **Ximing ZHAO Stops being a Director of VITACHOICE LTD**

Discussions and Resolutions

TOPICS:

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

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

0637, total 8 transactions:

Total Cash out: \$13,840.16, totally 10 transactions, including 5 payments of wages, monthly PAYG and 4 transactions of operating expenses including accounting software subscription, Pull Up Banners, Flyer Printing fee and monthly fee of Telecommunications.

Total Cash in: \$13,735.41 as the donation from Ever Blooming Industrial Limited

2078, total 1 transaction:

Monthly interest of \$ 134.03 from NAB

2. Business Operation Report of May – by Yuping HE

Yuping HE delivered the Business Operation Report of May in 5 aspects below:

a. **Community Outreach, Networking, & Event Follow-ups**

- 1) Festival of Women (May 2): Attended the Festival of Women at the Darwin Showgrounds. Following 6 more connections made at the festival, immediate community outreach was executed:
https://youtu.be/Xg8Rl9FAZqk?list=PLci3pjdHDXW_kkY5hB5FYASjgRW6kuB1g

	- Aboriginal Bush Traders & General Outreach: - Midwifery & Women's Health: Emailed Tane to propose collaborating on women's health promotion, specifically targeting awareness of Gestational Diabetes Mellitus (GDM). - Norwex / Eco-Living: Followed up with Joh Branston from the Norwex stand. Discussed the shared alignment between low-tox living and physical health, formally offering VITACHOICE's Parap space for future community workshops, etc. 2) Institutional & School Partnerships: St. John's Catholic College: Reached out to Ann Tan on May 15 to initiate a partnership aimed at bringing diabetes prevention and lifestyle management knowledge to her students. 3) Darwin High School: Initiated contact on May 27 with the Wellbeing/Health Expo team to request an interactive educational stall at their annual event. Followed up directly with school contact Peta to outline free year-round student wellbeing resources, classroom materials, and venue use. 4) Religious Community Collaboration: Followed up with Father Tom on May 6 to advance a proposal for delivering targeted diabetes awareness workshops to local church congregation members. Attended twice Sunday Services at the Christian Community of Centra Care Ministry Darwin: https://youtu.be/ugNsRm4ZyBs?list=PLci3pjyDHXW8BnDy_meHVhp0H_HzMceol 5) Damien Howard Collaboration: On May 12, Participated in an in-person negotiation of collaboration with psychologist Dr. Damien Howard. 6) Meditation Centre Collaboration: Brahmakumaris Meditation Centre: https://www.youtube.com/watch?v=kjPBniIxgno&list=PLci3pjyDHXW8BnDy_meHVhp0H_HzMceol&index=2 7) Regular Networking: - Monday Afternoon Tea & Walk in the Park: https://youtu.be/Jv-K-lq8qQc?list=PLci3pjyDHXW_kkY5hB5FYASjgRW6kuB1g - Friday Lunch gathering: https://youtu.be/Xg8Rl9FAZqk?list=PLci3pjyDHXW_kkY5hB5FYASjgRW6kuB1g b. Digital Health Platform updates 1) HPC Activity - 3 Community Gathering https://www.youtube.com/playlist?list=PLci3pjyDHXW_kkY5hB5FYASjgRW6kuB1g 2) HPC Activities - Workshops - No Lectures, Just Good Chats and Better Health https://www.youtube.com/playlist?list=PLci3pjyDHXW8GRnQZGoDtwJXavGAe99Wc 3) HPC Activities - 5 Faith Wellness Program https://www.youtube.com/playlist?list=PLci3pjyDHXW8BnDy_meHVhp0H_HzMceol
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4) Podcast: The Truth Behind Diabetes

https://www.youtube.com/playlist?list=PLci3pjvDHXW94HK2_tdSPZnksAYZYRY9A

5) Health Promotion Charity - Resources of Diabetes

<https://www.youtube.com/playlist?list=PLci3pjvDHXW9TOwUb9FsqC9swdKU3Scnp>

c. Regulatory Compliance & Banking Infrastructure

NAB Customer Due Diligence (CDD): Successfully completed a mandatory Anti-Money Laundering and Sanctions Policy review required by the National Australia Bank by the May 13 deadline.

Formally submitted the comprehensive *Charity Due Diligence and Sanctions Exposure Questionnaire* to the bank, detailing VITACHOICE LTD's non-commercial source of funds (directors' initial contributions, membership fees, and donations), transparent non-profit source of wealth, and strict domestic nature of operations.

d. Human Resources & Accounting Infrastructure

Human Resources Campaign: Maintained oversight of the ongoing recruitment campaign hosted on Indeed for a *General Clerk (incorporating Secretary, Treasurer, and Public Officer roles)* for the Parap operations. The listing accumulated 15 total candidates by late May.

Accounting Infrastructure: Upgraded the organization's financial accounting workflow by transitioning to a modified Xero plan, modifying payroll features, and utilizing EOFY compliance resource hubs to prepare books for the upcoming Payday Super mandates.

e. Event Plan (Commencing May 4)

Theme: *Nourish & Flourish: A Darwin Community Conversation on Wellbeing (TBC)*

Objective: To bring together a diverse network of local faith leaders, mental health organizations, private psychologists, mindfulness practitioners, and accredited dietitians.

Scope of Work: Collaborative planning to design and deliver unified community initiatives across the Darwin region, aiming to simultaneously promote physical health and mental well-being while alleviating public suffering of body and mind.

3. VLC Progress Report - by Chaoqun CAI

The Executive Ms Chaoqun CAI updated the registration of VITAL LIFE CHOICE LTD located in SA including the last step – bank accounts set up on May 29 and then followed by 2 transactions of Cash-in from VITACHOICE LTD:

\$ 100,000.00 as the Initial funds contributed by Director ZHAO, XIMING to VITACHOICE LTD

\$ 30,000.00 as a Donation to support the operations of VITAL LIFE CHOICE LTD sharing the core mission in the South Australian community

	4. Ximing ZHAO Stops being a Director of VITACHOICE LTD Yuping HE reported on behalf of VITACHOICE LTD as below: 1) Transfer of Initial Startup Funds of Mr. ZHAO On 1 June 2026, VITACHOICE LTD transferred AU\$100,000 to VITAL LIFE CHOICE LTD in South Australia. This transaction represents the complete transfer of Mr. Ximing ZHAO's initial start-up fund contribution from VITACHOICE LTD. 2) Director Resignation and Constitutional Compliance On June 16, 2026, the Secretary received forwarded written notice of resignation from Director Ximing ZHAO. In accordance with Clause 42 of the VITACHOICE LTD Constitution: a. <i>A director stops being a director if they:</i> <i>resign in writing to the secretary</i> Having fulfilled this requirement, Mr. ZHAO has formally ceased to be a director of VITACHOICE LTD. 3) Strategic Grant and Continued Collaboration On 2 June 2026, a further transfer of AU\$30,000 was executed to support Mr. ZHAO's operations at VITAL LIFE CHOICE LTD, a sister charity in South Australia sharing our core mission - helping community members overcome the physical and mental suffering associated with diabetes.
Minutes of the previous meeting	N/A
Chairperson's comment	
Future Program	TBC
Meeting close	The meeting was declared closed at 3.42 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

