110/12 Salonika Street, NT 0820, Australia
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Committee Meeting Minutes of
VITACHOICE LTD

Meeting No: 001

Date: 11/07/2026

Time: 5:02pm -5:52 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=87000618899

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	Chairperson	P	in person
2.	DAWN SPIRIT	General Manager	P	in person
3.	YUPING HE	General Clerk	P	in person
4.	FEI QIAN	Business Management Consultant	P	by videoconference
5.	JING DONG	Health Counsellor	A	by videoconference

Attendance Report	
P	4
A	
L	
Abs	1
Total	5

Meeting open	The General Manager, Dawn Spirit, opened the meeting at **5: 02 PM Darwin Time Zone**.
Apology	Jing Dong
Participant status	

Reports and Proposal	
Core Committee Members	**TOPICS:** 1. **Business Operation Report of June 2026 - by Yuping HE** 2. **Confirmation of Meeting Minutes 015 & 016 of FY 25-26**

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Discussions and Resolutions	**TOPICS:** **1. Business Operation Report of June 2026 - by Yuping HE** Yuping HE delivered the Business Operation Report of June 2026, covering 7 Community Touchpoints, 9 Event Planning & Marketing Actions, 7 Institutional Collaborations, and 9 Governance & Compliance Actions across 4 aspects below: **a. Community Engagement** Grassroots visits, walks, and regular touchpoints that kept VitaChoice close to the community throughout June: 1) Jun 2 - Hosted a visit to VitaChoice's organic farm with Rachita and others to explore healthy dietary approaches to diabetes prevention. 2) Jun 2 - Received an in-kind donation of cutlery and tableware from Enid to support afternoon tea and office activities. 3) Jun 8 - Accompanied two neighbours on a wellbeing walk through Darwin Botanic Gardens, now a regular Monday activity. 4) Jun 11 - Met Rachita at Mindil Beach to learn more about local community dietary habits. 5) Jun 13 - Welcomed regular community visitors to the office at weekends. 6) Jun 14 - Continued regular engagement with faith communities, deepening understanding of community health needs. 7) Jun 22 - Introduced VitaChoice's mission to church member Vania and discussed future volunteering opportunities. 8) Jun 23 - Welcomed Rachita and Zara for a regular office visit and shared lunch with the team. **b. Event Planning & Marketing** Building the pipeline for VitaChoice's next community events and physical brand presence: 1) Jun 5 - Met with Brendan to discuss restarting mindfulness workshops at the VitaChoice office, now running regularly at 6:30pm. 2) Jun 15 - Explored an Expression of Interest (EOI) for a community stall at Kindness Festival 2026. 3) Jun 17 - Kindness Festival EOI outcome: unsuccessful this round, though organisers signalled interest in a future partnership. 4) Jun 19 - Met with Brendan and Rachita to plan a 'Gathering to Promote Body and Mind Health' event. 5) Jun 20 - Finalised the invitation structure and operational blueprint for multi-sector community delivery, shared with Brendan. 6) Jun 21 - Forwarded the event proposal to Anna, an additional event facilitator. 7) Jun 22 - Supported Brendan's Mindfulness Workshop at the office, 6:30pm. 8) Late Jun - Drafted the July Activity Plan to carry planning momentum into next month.

July Activity Plan

- Community Engagement: Continue regular touchpoints - faith communities, farm visits, neighbourhood walks - and follow up with prospective volunteers such as Vania and RDH nurses.
- Event Planning & Marketing: Progress the body-mind health event with Brendan, Rachita and Anna; continue researching the office glass door signage installation.
- Institutional Collaboration: Follow up with CDU, Red Cross, Darwin High School & Kindness Shake collaborations; explore further collaborations with mental health individuals or organisations.
- Compliance: Finalise the FY25-26 VGA audit with Cherryl and Tannia.

Planning Process - Gathering to Promote Body and Mind Health

1) Define Purpose - set goals & audience
2) Plan Logistics - venue, date, budget
3) Engage Partners - speakers & sponsors
4) Promote - community outreach
5) Deliver & Review - run event, gather feedback

Event Readiness Checklist

Before the Event:

- Confirm venue & date
- Secure speakers / facilitators
- Prepare health resources & materials
- Arrange catering (dietary-aware)

Around the Event:

- Promote via community channels
- Coordinate volunteers
- Set up on-the-day logistics
- Plan post-event feedback & follow-up

Marketing - Office Window Graphics & Signage

Advanced physical branding with Raj Sinha at Colemans Creative (Printing + Signage). Following an office door assessment, authorised professional print quotation Q163775 on June 3, 2026 for a custom dual glass door installation (expenditure beyond the originally budgeted amount):

- Scope: Custom dual glass door installation
- Materials: High-quality CMYK white vinyl, UV-laminated one-way vision graphics
- Total Quotation Value: $1,128.60
- Quotation: Q163775 - authorised June 3, 2026

c. Government & Institutional Collaboration

Extending VitaChoice's reach across education, health, faith, and government sectors:

1) Jun 1-3 - Researched the Diocesan Youth Office's activities to scope a potential partnership.
2) Jun 3 - Submitted the CDU Health Hub Partnership Application; attended the CDU Alumni event and identified opportunities aligned with relevant CDU departments.
3) Jun 9 - Healthy Living NT requested an in-person meeting; began preparing negotiation documents.
4) Jun 10 - Progressed collaboration paperwork with CDU, Healthy Living NT, Red Cross, and Darwin High School.
5) Jun 12 - Met Chancellor Clalia Mar of the Catholic Diocese of Darwin and St John's Catholic College to explore youth health promotion opportunities.
6) Jun 14 - Hosted nurses from Royal Darwin Hospital (RDH) at the office to explore joint health-promotion opportunities.
7) Jun 15 - Attended the Nestlé Nutrition Education Seminar with Maggie and Dawn; gained contacts at Miwatj Health Aboriginal Corporation.

Outcome: Healthy Living NT Partnership

Jun 28 - Prepared for a negotiation meeting with Healthy Living NT CEO Anne. On June 29, 2026, met with the CEO of Healthy Living NT; the partnership did not proceed at this time. Analysis pointed to a mismatch in organisational priorities as the key factor. The relationship remains open for future opportunities.

d. Compliance

Governance, regulatory, and financial groundwork closing out FY 25-26:

1) Jun 6-7 - Set up Google Workspace for Not-for-Profits.
2) Jun 16 - Attended and delivered reports at Committee Meeting 016 of FY25-26.
3) Jun 21 - Recorded in-kind donations and fixed assets in XERO.
4) Jun 24 - Participated in the Xero Education seminar “Payday Super and Xero Payroll: What You Need to Know and Do”.
5) Jun 25 - Submitted further-requirement documentation for the NT DAMA III program.
6) Jun 26 - Met with NAB bank staff to update account authorities.

	7) Jun 27 - Self-reviewed the Constitution, FBT, PAYG, Income Tax Exemption (GST), and DGR status; booked the FY25-26 audit with VGA. 8) Jun 30 - Met with Cherryl and Tanya to progress the FY25-26 audit. **2. Confirmation of Meeting Minutes 015 & 016 of FY 25-26** • Meeting Minutes 015: Reviewed & confirmed; approved by Committee; filed in governance records - FY25-26. • Meeting Minutes 016: Reviewed & confirmed; approved by Committee; filed in governance records - FY25-26.
Minutes of the previous meeting	N/A
Chairperson's comment	
Future Program	TBC
Meeting close	The meeting was declared closed at **5.52 pm, Darwin Time Zone**.

Confirmation of the minutes

This minute is a true and accurate record of the meeting.

Signed by: Dawn Spirit

Minutes prepared by: HE, YUPING

Date: 08/08/2026