110/12 Salonika Street, NT 0820, Australia
ABN: 14690982597
Phone: 0406 005 063
http://vitachoice.org.au
vitachoice.clg@gmail.com

Committee Meeting Minutes of
VITACHOICE LTD

Meeting No: 002

Date: 08/08/2026

Time: 5:01pm -5:30 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=82140219249

Meeting Host: Dawn Spirit

Minute Secretary: Yuping HE

Timekeeper: Yuping HE

VitaChoice LTD

110/12 Salonika Street, NT 0820, Australia
ABN: 14690982597
Phone: 0406 005 063
http://vitachoice.org.au
vitachoice.clg@gmail.com

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	
Participant status	

Reports and Proposal	
Core Committee Members	**TOPICS:** 1. **Business Operation Report of July 2026 - by Yuping HE** 2. **Confirmation of Meeting Minutes 001 of FY 26-27**

Discussions and Resolutions	**TOPICS:** **Business Operation Report of July 2026 - by Yuping HE** Yuping HE delivered the Business Operation Report of July 2026, covering community engagement, event planning & marketing, and compliance activities across 3 aspects below: **a. Community Engagement** Continued grassroots and interfaith outreach ahead of the October Health Promotion Event: 1) Jul 12 - Attended the Women's Interfaith Conversation, Nightcliff. 2) Jul 12 - Attended Kirtan Meditation & Yoga. 3) Jul 13 - Joined Brendan's Session on Renunciation at the VitaChoice office, and on 4 Thursdays at Mad Snake Cafe. 4) Jul (ongoing) - Sent invitations to Red Cross NT, Australian School of Meditation & Yoga, Kadampa Meditation Centre Darwin, and other faith/health groups. 5) Jul 26 - Welcomed Dr Jinesh and his family to visit the farm. Result: Widened VitaChoice's interfaith and wellness network ahead of the October Event, reaching approximately 40 persons or organisations; sustained regular attendance at community sessions and gatherings. **b. Event Planning & Marketing** Progressed the two flagship events - October Business Month (OBM) 2026 and the 'Nourish & Flourish' Mind-Body Health Event - and office signage branding: 1) Jul - OBM Expression of Interest 'The Hidden Productivity Drain in Territory Workplaces' approved, with final details confirmed. 2) Jul - Configured Humanitix for free community ticket bookings. 3) Jul - Secured the event venue: The Atrium, Parap, for 17 October 2026, 2–5 PM and its invitation letter. 4) Jul - Confirmed 6 speakers with a wider list of prospective presenters and community contacts maintained from the Interfaith Conversation and Kirtan Meditation & Yoga networks. 5) Jul 26 - Held a Mind Body Event Planning session to confirm MC and facilitator roles. 6) Jul - Progressed the office signage order with ZipPrint/Norsign NT. Result: Both flagship events remain on track, with venues secured and most speakers confirmed; office signage branding is progressing. **c. Compliance** Continued FY25-26 audit and regulatory administration:

VitaChoice LTD

110/12 Salonika Street, NT 0820, Australia
ABN: 14690982597
Phone: 0406 005 063
http://vitachoice.org.au
vitachoice.clg@gmail.com

	1) Signed the audit engagement letter with Vita Gustafson & Associates (VGA) for the financial year ended 30 June 2026. 2) Submitted 12 supporting compliance documents to VGA. 3) Managed monthly payroll and accounts through Xero. 4) Processed Google for Nonprofits activation and domain verification. 5) Issued $1,000 membership fee acknowledgement letters to committee members. Result: The FY25-26 audit is formally underway with VGA; core compliance and digital administration remain on track.
Minutes of the previous meeting	N/A
Chairperson's comment	
Future Program	Next Phase Plan — August 2026: • Community Engagement: Continue interfaith and community outreach ahead of the October Health Promotion Event. • Event Planning & Marketing: Finalize OBM details; finalize the ZipPrint/Norsign NT signage order. • Compliance: Progress the FY25-26 audit with VGA; complete Google for Nonprofits domain verification. • Human Resources Issue: Follow up on NT DAMA III application status (NTDAMA-2697) with Migration NT. • Event Signage: Assess and confirm whether a pull-up (roll-up) banner is required for the on-site October 17 Event. • XERO Compliance: Arrange for Business Management Consultant Fei QIAN to provide training so that XERO has two persons to operate (one creator, one approver), in line with compliance requirements.
Meeting close	The meeting was declared closed at **5.30 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: 09/08/2026