110/12 Salonika Street, NT 0820, Australia
ABN: 14690982597
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Committee Meeting Minutes of VITACHOICE LTD

Meeting No: 003

Date: 19/09/2026

Time: 5:02 pm – 5:42 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=8209744374

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	L	
5.	JING DONG	Health Counsellor	P	by videoconference

Attendance Report	
P	4
A	1
L	
Abs	
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 August 2026 - by Yuping HE** 2. **Confirmation of Meeting Minutes 001 & 002 of FY 26-27**

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Discussions and Resolutions	**TOPICS:** **Business Operation Report of August 2026 - by Yuping HE** Yuping HE delivered the Business Operation Report of August 2026, covering community engagement, event planning & marketing, governance & compliance, and a human resources issue across 4 aspects below. August was a month of compliance refinement and of expanding VitaChoice's interfaith and health promotion networks. a. **Community Engagement** Broadened VitaChoice's community and interfaith network ahead of the October Health Promotion Event: 1) Aug 1–13 & Aug 29 - Assisted the VC team in hosting overseas visitors and facilitating consultations on family health conditions, including Type 2 diabetes and epilepsy. 2) Aug 3 - Hosted a community health walk at the Gardens; Aug 7 & Aug 14 - hosted picnics at East Point. 3) Aug 8, 9 & 12 - Hosted regular weekend gatherings and committee check-ins at the Parap Office (110/12 Salonika St). 4) Aug 14 & 18 - Welcomed the Christian community visiting the VC Office. 5) Aug 16 - Attended the Healing Revival Service at Lyons Community Centre. 6) Aug 28 - Attended Kirtan in the Botanic Gardens. 7) Aug 29 - Attended the Celebration at The Brahma Kumaris Darwin Meditation Centre and the Sri Krishna Birthday Celebration at Harmony Hall, Malak. 8) Aug 30 - Attended the Women's Interfaith Conversation - Pilgrimage at Nightcliff Uniting Church. 9) Aug 31 - Extended formal invitations to Rev. Felicity and Bhante Kusala. Result: Expanded VitaChoice's multi-faith and health outreach footprint across Darwin, strengthening ties with local faith leaders, community groups and overseas health participants (including Type 2 diabetes consultations). b. **Event Planning & Marketing** Progressed the two flagship events - October Business Month (OBM) 2026 and the 'Nourish & Flourish' Mind-Body Health Event - and finalised the flyers and fridge magnets: 1) Aug - Onboarded Dr. Jinesh Padmaka Silva (GP, Palmerston Medical Clinic) and Lee as presenters for the "Nourish & Flourish" Health Symposium, bringing the confirmed presenters to 7. 2) Aug 12 - Held coordination meetings with Nicole, Courtney, Lee and others, and inspected venue facilities at 12 Salonika St for the upcoming events. 3) Aug - Met with Rachita and asked her to take charge of logistics for the October Event.

4) Aug 27 - Met with Ida from ISACNT at Parap HQ to align on workforce, skills and event collaboration.
5) Aug 29 & 30 - Met with Bhante Kusala (Aug 29) and Rev. Felicity (Aug 30) to invite them as speakers.
6) Aug - Published the Humanitix event pages for "Nourish & Flourish: A Darwin Community Conversation on Wellbeing" and OBM 2026 "Nourishing Healthy Workplaces"; produced the event flyers and fridge magnets.

Result: The speaker line-up for the October event has been enhanced with clinical GP expertise; venue and administrative planning for the events has been formally initiated.

Priority actions discussed for the October events (the CMF funding application result is expected next week):

1) Refresh event advertising weekly.
2) Follow up presenters' time slots and presentation content.
3) Meet with the MCs to arrange the program and prepare the event running sheet.
4) Maintain regular contact with existing networks to keep momentum, e.g. the Indonesian Christian community's Sunday activities, the Red Cross Tuesday healthy cooking sessions and the Women's Interfaith Conversation; coordinate venues according to presenters' needs.
5) Recruit volunteers.
6) Confirm the content and format of VitaChoice's own presentation.

c. **Governance, Compliance & Financial Operations**

Progressed the FY25-26 financial audit, optimised Xero accounting structures and maintained digital infrastructure:

1) FY25-26 Audit - Worked directly with Tanya Bennett of Vita Gustafson & Associates (VGA) to process the audit; financial audit records were cleaned and aligned with VGA standards.
2) Committee Governance - Convened Committee Meeting 002 of FY26-27 on Aug 8 at the Parap Office / Zoom.
3) IT Infrastructure - Processed the Google Workspace domain renewal (vitachoice.org.au) and submitted appeal documentation under Google for Nonprofits.

Result: Financial audit records are aligned with VGA standards; core compliance and digital administration remain on track.

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	d. **Human Resources Issue - Resignation of Treasurer** The resignation of the Treasurer was reported. To ensure VitaChoice's HR compliance, the Committee noted that the handover should proceed smoothly, including the relevant duties, documents and bank authority. **Confirmation of Meeting Minutes 001 & 002 of FY 26-27** The minutes of Committee Meeting 001 held on 11/07/2026, The minutes of Committee Meeting 002 held on 08/08/2026 were tabled and confirmed as a true and accurate record of those meetings.
Minutes of the previous meeting	Minutes of Committee Meeting 001 & 002 of FY 26-27 were confirmed.
Chairperson's comment	
Future Program	**Next Phase Plan — September 2026:** • **Community Engagement:** Issue final invitations for the October Event; conduct interfaith follow-ups with Rev. Felicity and Bhante Kusala, plus the Nutritionist Linda. • **Event Planning & Marketing:** Finalise presenter slide submissions and timing for the October event; coordinate with presenters, logistics and volunteers for the October events; prepare presentations for the Oct 17 & 19 events. • **Compliance:** Finalise the audit report from VGA; follow up the reactivation of the Google for Nonprofits Workspace account. • **Human Resources Issue:** Hand over the resigning Public Officer, Secretary and Treasurer's relevant duties and documents, including bank authority.
Meeting close	The meeting was declared closed at 5.42 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

Date: 28/09/2026