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:	004
Date:	10/10/2026
Time:	5:00 pm – 6:30 pm (Darwin Time)
Place:	110/12 Salonika St, Parap, NT 0820
Meeting ID:	249 511 3187
URL:	https://us06web.zoom.us/j/2495113187

Meeting Host:	Dawn Spirit
Minute Secretary:	Dawn Spirit
Timekeeper:	Jing (Maggie) Dong

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, Secretary & Public Officer	P	in person
3.	YUPING HE	Director (outgoing Secretary, Public Officer & Treasurer)	P	in person
4.	FEI QIAN	Business Management Consultant	A	-
5.	JING (MAGGIE) DONG	Health Counsellor	P	in person

Attendance Report	
P	4
A	1
L	
Abs	
Total	5

Meeting open	The General Manager, Dawn Spirit, opened the meeting at **5:00 PM Darwin Time Zone**. Four of five committee members were present, and a quorum (more than half) was confirmed.
Apology	Fei Qian
Participant status	All present members attended in person at the VitaChoice office.
Conflict of interest	Dawn Spirit declared that she is a Director of BSYG. If the Quick Response Grant is not approved, BSYG will sponsor the food and printing costs of the 17 October forum (related-party sponsorship). The declaration was recorded, and Dawn Spirit will not take part in any decision to accept the sponsorship. No other conflicts of interest were declared.

Reports and Proposal	
Core Committee Members	**TOPICS:** **1. Declaration of Conflicts of Interest** **2. Confirmation of Meeting Minutes 003 of FY 26-27 - by Yuping HE** **3. Handover of the Secretary, Public Officer and Treasurer Roles** **4. Nourish & Flourish Forum, 17 October 2026** **5. Charles Darwin University (CDU) Research Team**

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

	6. **Online Workplace Session, 19 October 2026** 7. **General Manager's Report and Other Business - by Dawn Spirit** 8. **Business Operation Report of September 2026 - by Yuping HE**

Discussions and Resolutions	**TOPICS:** **1. Declaration of Conflicts of Interest** Dawn Spirit declared her interest as a Director of BSYG, which will sponsor the food and printing costs for the 17 October forum if the Quick Response Grant is not approved. No other declarations were made. **2. Confirmation of Meeting Minutes 003 of FY 26-27 - by Yuping HE** Yuping HE presented the minutes of Committee Meeting 003. Matters arising: • Audit: the draft financial statements have been received and reviewed; the auditor's letter has not yet been received. • Google Workspace for Not-for-Profits: the application was unsuccessful because of conflicting accounts. VitaChoice may reapply; the account must match the organisation's domain. • Faith speakers for 17 October: Felicity (Christian community) is not available. Bhante Kusala (Darwin International Buddhist Centre) has confirmed and sent his script. • Nutrition presenter: ready. One correction is needed in the description of the roles from which Yuping HE resigned. Once corrected, the minutes will be signed by the Chair. **3. Handover of the Secretary, Public Officer and Treasurer Roles** ***a. Secretary and Public Officer*** • Both roles have been handed over from Yuping HE to Dawn Spirit. • Yuping HE's resignation from the three roles takes effect on 12 October 2026. She remains a Director. • After 12 October, Dawn Spirit will update the registered details with the ACNC, ASIC and the ATO (Public Officer). ***b. Treasurer*** • Agreed: the Treasurer handover will take place on 28 October 2026, the next pay day (14 October is too soon). • The handover will cover Xero and related records, bank authorities, receipts and record-keeping, payroll, PAYG tax and superannuation, and supporting documents. • The bank requires more than one authorised signatory, so the signatories must be updated. • Committee decision needed: appoint a new Treasurer and update the bank signatories. ***c. Interim payments*** • Agreed: until the Treasurer handover, Yuping HE will pay the Aon public liability insurance invoice when it arrives, and Dawn Spirit will approve the payment.

d. Appreciation

The Chair read a letter of appreciation to Yuping HE, thanking her for carrying the Secretary, Public Officer and Treasurer roles over the past year, and for the care and rigour she brought to the records, compliance and finances. The Committee welcomed her continuing role as a Director. Yuping HE thanked the Committee and offered to keep helping with logistics.

4. Nourish & Flourish Forum, 17 October 2026

Saturday 17 October 2026, 2:00 – 5:00 pm, The Atrium, 12 Salonika Street, Parap.

a. Program and MCs

- MCs: Jayanthi Srinivas, Mariah Rivera and Maggie Dong.
- VitaChoice's host segment will stay within 10 minutes: Dawn Spirit introduces VitaChoice (about 45 seconds), then Maggie Dong presents how diabetes develops, including the 2017 four-day breakfast study. The MCs then introduce the guest presenters.
- Jayanthi Srinivas asked for a meeting of the three MCs and three logistics team members (six people) to review the run sheet and each presenter's content. The meeting will be held between 12 and 14 October; the time will be confirmed on Monday 12 October. The run sheet will be finalised after that meeting.

b. Presentations and equipment

- All presenters' slides, videos and images will be collected onto one new laptop and shown directly on the venue's large screen, with a USB backup. A separate projector will not be used.
- Yuping HE will collect all presenters' final materials by 14 October.
- Anna will operate the AV on the day.
- An on-site equipment test is booked with the building for Friday 16 October.
- Dr Nazim Nassar (CDU) requested a projector, screen and table. VitaChoice will advise that his slides can be shown on the venue screen.

c. Printed materials

- English take-home materials (AUSDRISK risk-check card and talk summary, 100 of each) will be printed by a local printer (Zip Print), so that a supplier record is in place for grant reporting. Maggie Dong will review the English talk summary.
- Chinese and Vietnamese versions will be printed in small numbers at Officeworks. The Vietnamese version will be checked by a Vietnamese speaker.
- Feedback forms will be printed and collected on the day as evidence for future funding applications.
- 100 fridge magnets donated by Unio will be handed out.

d. Afternoon tea

- Agreed: Tracy will prepare the afternoon tea as about 10 large self-serve platters, based on the options suggested by Linda Conder (not every item is required). Tracy will contribute 20 serves; the remaining cost will be reimbursed from the grant if approved, or by BSYG. Tracy has arranged Vietnamese volunteers to help. VitaChoice has provided the large platters.
- Self-serve allows guests to choose their own food and avoid their own allergens.

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

- Yuping HE will contribute Chinese pastries.
- Tea bags, instant coffee, milk and water will be provided, using the venue's hot water dispenser.
- Tracy needs to leave for work after delivering the food, so another person is needed to look after the food table. The owner of the nearby café may be asked to help.

e. Venue, decoration and volunteers

- Rachita (logistics lead) will decorate the venue with volunteers on Friday 16 October, using natural flowers, greenery and decorations on the glass entrance doors.
- Yuping HE will confirm with the building whether the venue is available on Friday for setting up chairs.
- Volunteer roles identified:
  1) Welcome guests and guide them to seats, with the front row reserved for presenters: Maggie Dong and Mariah Rivera
  2) Sign-in and checking registrations: Yuping HE
  3) AV: Anna
  4) Setting up and removing presenters' demonstration tables (CDU, Linda Conder)
  5) Photography: a volunteer from the church community
  6) Food table
  7) Replacing rubbish bags and clearing plates
  8) Pack-down after the event (5:00 – 10:00 pm)
  9) Handing out materials and collecting feedback forms
- A call for volunteers will be posted on the office door and online.

f. Insurance

- Aon is processing the public liability renewal. The invoice will be paid on arrival (see Topic 3c), after which Aon will send the Certificate of Currency.

g. Budget and funding

- Quick Response Grant (QRG2700015): submitted on 5 October 2026 for $1,780; under assessment. Each item must be supported by a quote, and unspent funds must be returned.
- Community Benefit Fund: unsuccessful because the budget was not fully supported by quotes. Catherine from the CBF phoned; VitaChoice has emailed its questions and is waiting for a reply.
- If the grant is not approved, BSYG will sponsor the food and printing costs (see Topic 1).
- Principle noted: event costs should be covered by external grants or sponsorship, not by VitaChoice's operating (indirect) funds.

5. Charles Darwin University (CDU) Research Team

- Dr Nazim Nassar (pharmacist and pharmacologist, CDU) has confirmed he will give a brief presentation on 17 October about CDU's research in pharmaceutical sciences, pharmacotherapy and metabolic diseases, including the current study on supervised exercise, diabetes management and medication outcomes.
- Dr Nassar introduced his colleague Dr Damian Nilsson (pharmacologist) as a possible future collaborator.

- Varun Dandona (CDU researcher) confirmed he will attend and offered to arrive early to help set up.
- CDU will bring its ethics-approved recruitment materials. Any sharing of the study through VitaChoice's networks will use only CDU-approved wording.
- Dr Nassar expressed strong interest in ongoing collaboration. Dawn Spirit will be the main contact. Long-term collaboration will be discussed further by the Committee.

6. Online Workplace Session, 19 October 2026

- "The Hidden Productivity Drain in Territory Workplaces", 5:30 – 7:00 pm, part of October Business Month.
- A VitaChoice representative is needed to present and answer questions. Mariah Rivera is trying to swap her work shift; her reply is awaited.
- If Mariah Rivera is not available, VitaChoice may invite Dr Nassar as a guest expert for the Q&A. To be decided after the meeting.

7. General Manager's Report and Other Business - by Dawn Spirit

- Schools: the Year 8 coordinator at Darwin High School plans to use VitaChoice's Fuel Your Brain materials next term, possibly across Years 7, 8 and 9; Year 8 has nine classes. A decision is expected after the school's Friday discussion. VitaChoice's earlier letter was forwarded to the NT Department of Education, and two more school contacts were recommended. The Committee will check whether these schools were contacted earlier this year.
- Professional Indemnity insurance: Aon sent a proposal form. Deferred until after the 17 October event, when the Committee will consider it.
- Other funding: applications to the Bupa Foundation and the Aurizon Community Giving Fund are pending. These corporate funds usually take several months to decide.
- Long-term funding strategy: small grants and event records (feedback, participation data, partnerships) will build the evidence VitaChoice needs to seek multi-year (three to five year) government funding.

8. Business Operation Report of September 2026 - by Yuping HE

- Nine presenters confirmed for the forum.
- The external auditor's questions were answered, and the draft financial statements were reviewed.
- Secretary and Public Officer handover completed.
- The Australian Red Cross health team manager will attend on 17 October and has expressed interest in long-term collaboration, including mental health, chronic disease and community healthy cooking. To be discussed by the Committee.
- Promotion: posters at community noticeboards, including Casuarina; approval to post in a large Darwin community Facebook group; the event advertisement will be shown on the building's screens.
- VitaChoice took part in a multi-faith women's community activity and a yoga and sound workshop.

VitaChoice LTD

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

Action Items (status as at 11/10/2026)				
No	**Action**	**Owner**	**Due**	**Status**
1	Correct and sign Meeting Minutes 003	Yuping HE, Dawn Spirit	By 15/10/2026	Open
2	Update ACNC, ASIC and ATO details	Dawn Spirit	After 12/10/2026	Open
3	Treasurer handover	Yuping HE, Dawn Spirit	28/10/2026	Open
4	Appoint new Treasurer and update bank signatories	Committee	28/10/2026	Open
5	Pay Aon insurance invoice; send Certificate of Currency to the venue	Yuping HE (pay), Dawn Spirit (approve)	On receipt	Open
6	Confirm time for the MC and logistics meeting	Dawn Spirit	12/10/2026	Open
7	Collect all presenters' final materials	Yuping HE	14/10/2026	Open
8	Equipment test at the venue	Anna, Dawn Spirit	16/10/2026	Open
9	Reply to Dr Nassar about the screen and table	Yuping HE	12/10/2026	Open
10	Confirm the Christian speaker and give speaking guidance	Yuping HE	11/10/2026	Completed 11/10/2026: Fery confirmed
11	Ask a church volunteer to photograph the event	Yuping HE	11/10/2026	Completed 11/10/2026
12	Confirm Friday access to the venue for setting up	Yuping HE	11/10/2026	Completed 11/10/2026
13	Arrange a person for the food table	Dawn Spirit, Yuping HE	11/10/2026	Completed 11/10/2026
14	Post a call for volunteers	Dawn Spirit, Yuping HE	11/10/2026	Completed 11/10/2026
15	Follow up Mariah Rivera about 19 October; invite Dr Nassar if needed	Dawn Spirit	13/10/2026	Open
16	Check earlier contact with the two recommended schools	Dawn Spirit, Yuping HE	12/10/2026	Open
17	Reply to the Australian Red Cross	Dawn Spirit	After Committee discussion	Open

Minutes of the previous meeting	Meeting Minutes 003 of FY 26-27 presented by Yuping HE; to be signed after one correction (see Topic 2).
Chairperson's comment	

VitaChoice LTD

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

Future Program	Next meeting: within one week after the 17 October 2026 forum, to review the event and its feedback data.
Meeting close	The meeting was declared closed at **6:30 PM, Darwin Time Zone**.

Confirmation of the minutes

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

Signed by: _____

Minutes prepared by: SPIRIT, DAWN

Date: 11/10/2026