



## Buddhas' Practice Incorporated

110/12 Salonika Street, Parap  
Darwin NT 0820, Australia  
ABN: 30567859041



<https://bpi2019.org.au>

general@bpi2019.org.au

# Management Committee Meeting Minutes of Buddhas' Practice Incorporated

Meeting No:	07
Date:	26/11/2025
Time:	8:00pm-8:55pm (Darwin Time)
Place:	Zoom.us
Meeting ID:	6310170000
Password:	631017
URL:	<a href="https://us06web.zoom.us/j/6310170000?pwd=UnNLd01aSzlpOS81TzZpU2djYUEyQT09&amp;omn=81302116300">https://us06web.zoom.us/j/6310170000?pwd=UnNLd01aSzlpOS81TzZpU2djYUEyQT09&amp;omn=81302116300</a>
Meeting Host:	HE, YUPING
Minute Secretary:	WANG, YINFENG
Time Keeper:	WANG, YINFENG



# Buddhas' Practice Incorporated

110/12 Salonika Street, Parap

Darwin NT 0820, Australia

ABN: 30567859041



<http://www.bpi2019.org.au>

general@bpi2019.org.au

## Attendees

(A=Apology, P= Present, L=Leave of Absence, Abs=Absent and Silent)

No	Name	Position	Attendance	Method
1.	BENNIE SPIRIT	Advisor	P	by videoconference
2.	Yuping HE	Chairperson/Public Officer/Treasurer	P	by videoconference
3.	Dong JING	Vice-Chairperson	P	by videoconference
4.	DAWN SPIRIT	Treasurer Assistant	P	by videoconference
5.	Huagu WANG	Director of BRTC	P	by videoconference
6.	Chengli LI	Preacher of the BPI Committee	P	by videoconference
7.	LE THI MY TRANG	Preacher of the BPI Committee	P	by videoconference
8.	Chaoqun CAI	Committee Member	P	by videoconference
9.	Ximing ZHAO	Committee Member	P	by videoconference
10.	Yinfeng WANG	Secretary/Manager of Web Content	P	by videoconference
11.	Fei QIAN	Member	P	by videoconference
12.	Yuanyuan NING	Member	P	by videoconference



## Buddhas' Practice Incorporated

110/12 Salonika Street, Parap  
Darwin NT 0820, Australia  
ABN: 30567859041



<https://bpi2019.org.au>

general@bpi2019.org.au

### Attendance Report

P	12
A	0
L	0
Abs	0
<b>Total</b>	<b>12</b>

Meeting open	HE, YUPING (Chairperson) opened the meeting at <b>8: 00 PM Darwin Time Zone</b> .
Apology	
Participant status	Fei QIAN was late for 6 minutes

### Reports and Proposal

Yuping HE	TOPICS:  1. Reports on Preparation of BPI 6th Anniversary Celebration - by HE, YUPING; CAI, CHAOQUN, and by Grace  2. Cash in & Out of Oct, 2025- by HE, YUPING  3. Meeting Minute Confirmation-by HE, YUPING
Major Resolutions	<b>Topic 1: Reports on Preparation of BPI 6th Anniversary Celebration - by HE, YUPING; CAI, CHAOQUN, and by Grace</b>  1) Report of CAI, CHAOQUN  CAI, CHAOQUN presented a document outlining three stages of BPI's development process: "Looking Back," "Being Present," and "Looking Ahead."



## Buddhas' Practice Incorporated

110/12 Salonika Street, Parap

Darwin NT 0820, Australia

ABN: 30567859041



<https://bpi2019.org.au>

general@bpi2019.org.au

Preparation for the speech was underway, with a plan to read and memorize three separate speeches. As of the reporting day, Speech One has been read through fifteen times, and approximately 30% of the content has been memorized.

The goal is to have the first speech fully memorized by December 6th.

### 2) Report of HE, YUPING

HE, YUPING shared key preparation steps discussed with Brendan for the BPI 6th Anniversary Celebration, covering the following areas:

- Define Goals and Audience

The goals were found on BPI's constitution and The target audience were discussed with Brendan, who gave a specific suggestion to carry out.

- Set Budget and Logistics

Key logistical elements were discussed, including the event budget, date, and venue.

- Plan Event Content and Activities

Proposed activities include speeches, multimedia presentations, panel discussions, and awards. Opportunities for networking and informal social interaction were emphasized to strengthen community bonding, with ideas such as games and prizes.

- Promote and Manage Participation

Promotion will be conducted through email, social media, and direct outreach to encourage wide participation.

RSVP mechanisms will be set up, and necessary event materials will be prepared.

- Execute and Follow-up

Successful execution will rely on teamwork.

She also presented the invitation letter for the BPI 6th Anniversary Celebration, but the details still need to be further discussed and refined with Brendan.



# Buddhas' Practice Incorporated

110/12 Salonika Street, Parap

Darwin NT 0820, Australia

ABN: 30567859041



<https://bpi2019.org.au>

general@bpi2019.org.au

## 3) Report of LE THI MY TRANG(Grace)

Grace reported on the current preparation status of the program arrangement for the BPI 6th Anniversary Celebration. She confirmed that the overall program framework has been established, including the opening ceremony, the review of past achievements, reflection on the present situation, outlook for future development, performance programs and a shared meal, and the general event flow has been outlined. At this stage, the program structure and sequence are basically confirmed.

The design and production of the Vietnamese invitation have been finalized, and the layout for the English version is complete. The invitations have been sent to the Darwin Vietnamese community, and she has already received response from several members.

Grace noted that detailed content and execution arrangements for each segment are still under preparation and refinement. Further coordination and adjustments will be made to ensure a smooth and complete conclusion of the event.

## Topic 2: Cash in & out of October, 2025-by HE, YUPING

### Cash in & out of October, 2025

Yuping HE provided the following breakdown of BPI's cash in and out for October 2025:

#### Bank - Cash In

The total cash in during the period for October 2025, amounted to **\$223.38**.

- 6 October 2025: Donation from Jing DONG was \$50.
- 6 October 2025: Joining fee from THU NGOC ANH HUYNH(Amie) was \$58.
- 16 October 2025: Donation from Jing DONG was \$20.
- 17 October 2025: Joining fee from THU NGOC ANH HUYNH(Amie) was \$50.
- 31 October 2025: Interest of NAB account #9133 was \$45.38.

#### Bank - Cash Out

The total cash out during the period for October 2025, amounted to **\$3,691.24**.



## Buddhas' Practice Incorporated

110/12 Salonika Street, Parap

Darwin NT 0820, Australia

ABN: 30567859041



<https://bpi2019.org.au>

general@bpi2019.org.au

	<ul style="list-style-type: none"><li>● 2 October 2025: The office rent cost for October was \$3,300.</li><li>● 17 October 2025: Hot water &amp; Aircon System Fee of September was \$20.</li><li>● 21 October 2025: Monthly XERO subscription Fee was \$56.24.</li><li>● 21 October 2025: Honorarium payment for LE THI MY TRANG(Grace) was \$315.</li></ul>
Minutes of the previous meeting	Confirmed.
Chairperson's comment	N/A
Future Program	To Be Confirmed
Meeting close	The meeting was declared closed at <b>8:55pm, Darwin Time Zone.</b>

### Confirmation of the minutes

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

Signed by:

Minutes prepared by:

(Date) 30/12/2025