



Buddhas' Practice Incorporated

110/12 Salonika Street, Parap

Darwin NT 0820, Australia

ABN: 30567859041



<https://bpi2019.org.au>

general@bpi2019.org.au

Special On-Site Management Committee Meeting Minutes of Buddhas' Practice Incorporated

Meeting No: 01
Date: 17/07/2026
Time: 9:30am-9:45am (Darwin Time)
Place: 35 Brooking Circuit, Virginia, NT 0834

Meeting Host: Bennie SPIRIT & LI, CHENGLI
Minute Secretary: NING, YUANYUAN
Time Keeper: NING, YUANYUAN



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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	Advisor	P	in person
2.	Chengli Li	Chairperson/BPI Dharma Preacher	P	in person
3.	DAWN SPIRIT	Vice-Chairperson	P	in person
4.	Yuping He	Public Officer	P	in person
5.	Yuanyuan Ning	Treasurer/Secretary/ BPI Dharma Preacher	P	in person

Attendance Report

P	5
A	0
L	0
Abs	0
Total	5

Meeting open	Bennie SPIRIT and LI, CHENGLI opened the meeting at 9: 30 AM Darwin Time Zone.
Apology	
Participant status	



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Reports and Proposal

Bennie SPIRIT & LI, CHENGLI	TOPICS: 1. Establishment of Special On-Site Meetings 2. Xero Payment Process & Dual Approval 3. Adjustment of BPI Work Schedule 4. Daily Work Plan Requirements on Zoom
Major Resolutions	Topic 1: Establishment of Special On-Site Meetings In addition to the regular monthly Management Committee meetings, special on-site meetings will be convened as needed to make decisions on urgent matters. Formal meeting minutes must be taken for all special meetings for documentation and follow-up. Vote Result: 5/5 Topic 2: Xero Payment Process & Dual Approval Treasurer Yuanyuan NING reported on updating the Xero payment process to implement dual approval control, effective 17 July 2026. Under the new process, all bills must be entered as drafts in Xero and approved by a second authorized person before bank release. Specifically, the chairperson Chengli LI has been granted Standard user access in Xero with bill approval permissions and has served as the second approver since 17 July 2026. Vote Result: 5/5 Topic 3: Adjustment of BPI Work Schedule The standard work schedule for BPI employees has been revised from Monday – Sunday to Wednesday through Sunday, with Monday and Tuesday as rest days. Topic 4: Daily Work Plan Requirements on Zoom To maintain progress transparency and team alignment, all BPI employees are required to create a daily work plan on Zoom and log their daily tasks in English.
Minutes of the previous meeting	N/A



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Chairperson's comment	N/A
Future Program	To Be Confirmed
Meeting close	The meeting was declared closed at 9:35am, Darwin Time Zone.

Confirmation of the minutes

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

Signed by:

Minutes prepared by:

(Date)01/08/2026