# 2025 ANNUAL GENERAL MEETING MINUTES

**MINUTES OF THE 12th ANNUAL GENERAL MEETING**
**OF NATIONAL TRUST OF AUSTRALIA (QUEENSLAND) LIMITED**
**HELD ON SATURDAY, 6 DECEMBER 2025 AT 10AM**
**CURRUMBIN WILDLIFE SANCTUARY, SIR WALTER CAMPBELL THEATRE,**
**28 TOMEWIN STREET, CURRUMBIN QLD 4223**

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**PRESENT:**

Ms. Mark Townend (President/Chair)
Ms. Glenys Schuntner (Deputy President/Director)
Ms. Mellissa Brown (Director)
Ms. Fiona Gardiner (Director)
Mr. Stuart Lummis (Director)
Ms. Carolyn Parker (Director)
Mr. Garry Vistarini (Director)

Mrs. Jayme Cuttriss (Chief Executive Officer of NTAQ)
Mr. Ben Graziani (Chief Financial Officer/Company Secretary of NTAQ)

**and**

Other registered Members as outlined on the Members' Attendance Register[1]

**ATTENDEES:**

Staff and Guests as outlined in the Guest Register (Appendix 1).

1. **WELCOME**

The Chair opened the Annual General Meeting of National Trust of Australia (Queensland) Limited and confirmed with Company Secretary, Ben Graziani that a quorum was present. The Chair acknowledged the traditional custodians of the land, the Yugambeh language group. The Chair then provided a general overview of the format of proceedings for the meeting, including that he intended to call on Jayme Cuttriss (NTAQ CEO) to provide an update on the year's achievements for NTAQ and that the meeting would then move to the formal aspects as described in the Notice of Annual General Meeting dated 24 October 2025.

The Chair introduced the other current Board Directors present at the meeting.

- Glenys Schuntner
- Garry Vistarini
- Mellissa Brown

[1] There were 29 Members present at the meeting for quorum purposes (including NTAQ directors).

- Fiona Gardiner
- Stuart Lummis
- Carolyn Parker

National Trust of Australia (Queensland) Executive Team Members:

- Chief Executive Officer, Jayme Cuttriss
- CFO and Company Secretary, Ben Graziani
- General Manager Currumbin Wildlife Sanctuary and Hospital, Travis Couch
- Head of Volunteer and Community Programs, Jane Jamieson
- Head of Veterinary Science and Research, Dr Michael Pyne

The Chair welcomed Honorary Life Members present at the meeting:

- Jann Stuckey
- Cameron McTavish
- Susan Lobban

The Chair thanked the Members who travelled, especially from Toowoomba, Ipswich and Brisbane, for attending today's meeting.

It was noted that apologies have been received for this meeting from:

- Terry Hutchinson
- Leon Misfeld
- Jan Misfeld
- Ruth Woods

The Chair noted that today's meeting was an opportunity to update NTAQ Members on the Company's performance and key highlights from the 2024/25 financial year.

This meeting is in compliance with the Corporations Act and Australian Charities and Not-for-profits Commission Act, formal and restricted to the matters set out in the Notice of the meeting.

After the meeting concludes, members were invited to enjoy the Sanctuary at leisure for the rest of the afternoon.

2. **UPDATE TO MEMBERS BY PRESIDENT AND CEO**

The Chair read members the President's Report from the 2024/25 Annual Report which was available in hard copy at the meeting or online on the NTAQ website and welcomed the opportunity to update members in person on the performance of the Company over the past 2024/25 financial year.

Building on the foundations laid in FY2023/24, NTAQ continued to prioritise strong governance and proactive risk management across its statewide operations.

Throughout FY2024/25, the Executive Committee progressed the implementation of the 5-Year Strategic Plan 2023–2027. In January 2025, this plan was reviewed and further refined during a strategic planning session involving the Board of Directors and the Executive Committee, ensuring it remains aligned with the organisation's long-term vision and operational priorities.

The Five NTAQ Strategic Priorities are:

1. Financial Sustainability
2. Vibrant and engaging guest experiences, enhancing our heritage assets
3. Digital Transformation
4. Advance Conservation and Research Programs
5. Creating a Great Workplace

These five Strategic Priorities continue to serve as a guiding framework for decision-making and direction across the entire organisation. At the heart of all actions is a steadfast commitment to NTAQ's charitable purpose: to promote and advance the conservation, protection, and understanding of Australia's natural and cultural heritage for the benefit of the public and future generations.

In decision-making processes, NTAQ prioritised community value and long-term care of its assets, ensuring that all choices made were financially responsible and mission aligned.

As outlined at the 2024 Annual General Meeting, establishing a Brisbane corporate office remained a key priority for NTAQ in 2025. The President was pleased to announce that NTAQ has secured office space on George Street, which will be leased for three years, with the Heritage team commencing work there from Monday, 8 December. This strategic move will strengthen NTAQ's presence in Queensland's capital and enhance its ability to advocate for and support heritage conservation across the state. NTAQ remains committed to securing a permanent presence in the historic Queen's Wharf precinct once restoration of its heritage buildings is completed in the coming years.

In line with this objective, the Trust Talks series was successfully re-commenced during the year, launched at Government House, providing a valuable platform for Member and public engagement and knowledge-sharing on the history of Queensland's heritage and culture. NTAQ will continue its involvement in the 2026 Australian Heritage Festival, Brisbane Open House and the NTAQ Queensland Heritage Awards in May 2026, reinforcing NTAQ's commitment to celebrating and preserving Queensland's enduring heritage. NTAQ maintains a strong voice on the Queensland Heritage Council, with Board representatives Stuart Lummis and Fiona Gardiner actively advocating on behalf of the organisation and the broader heritage sector.

NTAQ's strong cash reserves continued in FY2024/25, enabling targeted investment in key capital projects that enhance visitor experiences and protect Queensland's cultural heritage. A major highlight in the reporting period was the opening of Astra Lumina at Currumbin Wildlife Sanctuary in March 2025. This innovative attraction expanded the Sanctuary's offering and created new revenue

opportunities through evening visitation to the Sanctuary. Further investments in the Sanctuary include the opening of a new Radiated Tortoise habitat in June 2025, followed by the first of four Koala Connections Habitats in October 2025. Plans are also underway for the construction of a new Alligator habitat, set to open later this month. Looking ahead, the Sanctuary will develop a new attraction, Raptor Ridge, due for completion in mid-2026, which will repurpose the former Sheep Shearing Demonstration space.

Further investment in the conservation and accessibility of NTAQ's heritage properties also remained a priority. Notable projects included the replacement of the old lift at Cooktown Museum, significantly improving accessibility for all visitors, and the meticulous refixing of Queensland's oldest recorded wallpaper and calico at the Royal Bull's Head Inn, preserving this rare heritage feature for future generations to experience.

On behalf of the NTAQ Board, the Chair expressed gratitude to the NTAQ Members, staff, volunteers, donors, supporters and partners for their unwavering commitment to the NTAQ causes which are vital to helping fulfil is charitable purpose.

The Chair introduced NTAQ CEO, Jayme Cuttriss, who spoke to the following areas for financial year 2024/25 and further business updates in her presentation.

The CEO provided Members with:

A recap of NTAQ's Charitable Purpose which was established in 2014 and provided Members with a summary of an update on each of the NTAQ five strategic priorities detailing the progress made in 2025 for each if the business units of NTAQ.

Overall business statistics were presented to Members along with a breakdown on membership and visitation numbers, total number of NTAQ staff, volunteers and training participants. The CEO noted that NAQ has the responsibility to manage its assets and preserve and maintain a total asset value of $129M.

An update was provided on NTAQ increasing its presence in Brisbane, noting that NTAQ has Board representation on Qld Heritage Council, partnerships with Brisbane Open House and Brisbane Living Heritage Network, and a new corporate office opening on George Street from Monday 8 December.

The CEO further provided an update on the financial year specific highlights for Currumbin Wildlife Sanctuary, Hospital, Conservation Programs, Community Training Programs and Heritage events and properties updates.

**Currumbin Wildlife Sanctuary**
The Sanctuary welcomed 500,000+ visitors, representing a 6.66% decline compared to FY2023/24. While international visitation remains below pre-pandemic levels, it showed year-on-year growth. In November 2024, the Sanctuary was awarded Best Queensland Cultural Tourism Attraction. On 14 November 2025, the Sanctuary won Silver in the Major Tourist Attraction

category and also achieved a perfect score of 100 points in Tourism and Events Queensland's Best of Queensland Experience program.

The Sanctuary opened a new night attraction: Astra Lumina – A Night Walk Show Amongst the Stars and continued to invest in the maintenance and enhancement of animal habitats and park facilities.

Members were updated in the new animal enclosures that opened in 2025 and those opening in 2026:

- Radiated Tortoises – The Tortoise Village opened in June 2205
- Koala Connections – 1st habitat opened in October 2025 with three more opening in 2026
- Alligator Habitat – expected to open late December 2025
- Raptor Ridge attraction - opening mid 2026

At Currumbin Wildlife Hospital, there were 15,800 wildlife admissions, including 500 koalas, highlighting the high volume of animals requiring care. This underscores the hospital's critical role in supporting Australian wildlife, backed by a dedicated team of 48 staff and 143 volunteers.

The Wildlife Hospital's Koala chlamydia vaccine 5-year research concludes this year with very successful results:

- Nearly 500 Koalas have been treated, rehabilitated, and released.
- Project is spearheaded by Researchers Prof Kenneth Beagley, Prof Steve Johnson, Dr Lyndall Hulse along with Dr Michael Pyne and Lewis McKillop
- Most vaccinated Koalas remain chlamydia-free up to 12 months post-vaccination, with some disease-free for up to two years.
- Many females have produced healthy joeys, and the first wild vaccinated Koala, "Anne Chovee," has been released back into the wild and since produced a joey.
- Research is now focused on developing a single-dose vaccine implant to simplify treatment.

It is promising to now see third generation joeys being born in the Gold Coast region. The Hospital invested over 7,500 research hours, indicating a strong commitment to advancing wildlife health knowledge and conservation practices through scientific research to improving rehabilitation techniques and better understanding the needs of native wildlife.

The CEO updated Members on the three levels of government funding received to expand the current Currumbin Wildlife Hospital precinct:

- Demand for research and education exceeds current capacity.
- NTAQ plans to build a dedicated facility within Currumbin Wildlife Sanctuary as an extension to the current Wildlife Hospital precinct.
- Three levels of funding received from Federal, State and Local Government for the project.
- The design of the new facilities has incorporated numerous elements to reduce the carbon footprint of the facility and provide positive

environmental benefits, including rooftop solar, rainwater harvesting, energy-efficient lighting and energy-efficient design.

- Other research projects include genetic testing, DNA sampling, and microbiome studies all helping towards safeguarding the future of wild Koalas and other animals.

The Sanctuary employs conservation specialists who work on programs designed for breed-to-release initiatives. Examples of successful releases mentioned are:

- Tinkerfrogs: a conservation success story involving the release back into the wild of this critically endangered species
    - 145 released to the wild, 21 successful breeding events.

- Eastern Bristlebirds: another successful release, which shows the Sanctuary's involvement in the recovery of species at risk of extinction
    - 51 birds released to the wild, 134 birds bred in captivity.

New conservation program launched:
The Detector Dog Program was introduced to identify the scent of Tinkerfrogs and koala scats in the wild, supporting the efforts of the Wildlife and Hospital teams.

The CEO provided a detailed overview of the NTAQ Community Training programs operating across the state. A total of 186 Community Training Programs are currently underway, with successful case studies presented from Wolston Farmhouse, Garima Conservation Reserve, Currumbin Wildlife Sanctuary, and the Royal Bull's Head Inn.

The NTAQ Trust Talks Series was successfully relaunched at Government House, followed by others held at:

- Qld Museum, Brisbane
- Wolston Farmhouse, Wacol
- The Regatta Hotel, Brisbane
- And more planned for 2026

The 2025 Australian Heritage Festival was a success, with the 2026 festival launching soon under the theme "CHANGE!". Additionally, in 2026, NTAQ will reintroduce the Queensland Heritage Awards 2026, with the awards event scheduled for May 2026.

In heritage conservation, there has been a focus on increased investment in the maintenance of NTAQ's heritage properties, along with significant efforts to maintain their surrounding grounds and sites. Key projects include the installation of a new lift at Cooktown Museum to improve accessibility, as well as restoration work at Hou Wang Temple and Museum, Royal Bull's Head Inn, Wolston Farmhouse, Townsville Heritage Centre, and Zara Clark Museum.

The Chair thanked the CEO for her presentation before moving on to the formal part of the meeting. Special thanks were extended to Cameron McTavish and Susan Lobban for their donation of Garima Conservation Reserve to NTAQ, noting

the significant positive impact this has had on the Eastern Bristlebird breed-to-release program taking place on site.

3. **NOTICE OF MEETING**

The Notice of the Annual General Meeting dated 24 October 2025 and issued to members on 31 October 2025 was tabled and taken as read.

4. **MINUTES OF PREVIOUS ANNUAL GENERAL MEETING**

The Minutes of the previous Annual General Meeting held on 7 December 2024 had been provided to Members with the Notice of Annual General Meeting. The Chair called for a motion that the Minutes of the meeting held on 7 December 2024 be adopted as a true and accurate record. The motion was moved by **Stuart Lummis** and seconded by **Stephen Bristow**. The motion was carried.

**Resolved**
The Minutes of the 2024 Annual General Meeting of NTAQ held on 7 December 2024 were adopted by Members present as a true and accurate record with minor grammatical errors to be corrected.

The Chair advised that, as stated in the Notice of Meeting, there were no resolutions for Members to vote on at today's Annual General Meeting.

The Chair advised that the meeting would now proceed with the business outlined in the Annual General Meeting Notice, and that there would be an opportunity for Members to ask questions at the end. The Chair also noted that no proxy votes had been received by the cutoff time of 11:00 AM on 4 December 2025.

5. **FINANCIAL STATEMENTS AND DIRECTORS REPORT**

The Chair briefly spoke about the audited Financial Statements for the year ended 30 June 2025, comprising of the Directors Report and the Independent Auditor's Report from HLB Mann Judd which under The Corporations Act and Company Constitution are required to be laid before the Annual General Meeting. The Chair advised that there is no requirement under either the Corporations Act or the Company's Constitution for Members to vote on, approve, or adopt these reports. The reports were made available on the NTAQ website on 31 October 2025.

As per the audited Financial Statements, the Company recorded a net operating profit before depreciation and non-operating items of $2.4 million for the year ended 30 June 2025. This represents a decrease of $2.0 million compared to the previous year, primarily due to the closure of the Sanctuary for 15 days as a result of adverse weather conditions during the financial year.

The Chair advised Members that the Company has once again significantly strengthened its financial position for the year ended 30 June 2025, with total net assets increasing from $110 million to $118 million. This strong financial position enabled further capital investment of $7.5 million to enhance properties and the overall visitor experience for guests and Members, including the new *Astra Lumina* nighttime attraction at the Sanctuary, which opened in March 2025.

The Chair acknowledged the efforts of the CEO and leadership team, staff, and volunteers for managing costs and efficiencies against the slower than expected recovery of international visitors to Qld which helped maintain the Company in a sound financial position as evidenced in the audited financial statements. This provides a solid platform for NTAQ to continue investing in its mission-based programs and supporting essential maintenance programs across its properties in Qld.

The Chair invited questions from the floor on the financial statements, none were received.

6. **ANNOUNCEMENT OF RESULTS OF THE 2025 DIRECTOR APPOINTMENTS TO NATIONAL TRUST OF AUSTRALIA (QUEENSLAND) LIMITED BOARD**

The Chair advised that, in accordance with the Notice of Annual General Meeting, a secret online ballot for Director elections was conducted prior to the Annual General Meeting to fill two vacancies on the NTAQ Board. Vero Voting, an independent election services provider, managed the election process for the second consecutive year.

Prior to the online ballot, and pursuant to Rule 8.4 of the Constitution, the Nominations and Governance Committee recommended to the Board at its meeting on 26 September 2025 that three candidates, each possessing the required essential skills and experience, be nominated for election by Members to fill the two vacant Director positions.

The secret online ballot opened on Friday, 10 October and closed on Sunday, 2 November 2025.

The declared results, received by the Company Secretary, Ben Graziani, from Tyler Mitchell, Returning Officer at Vero Voting, on 3 November 2025, confirmed that Annabelle Simon and Paul Davies were elected as new Directors of NTAQ. The Chair congratulated Annabelle Simon and Paul Davies on their appointment as first-term Directors and wished them every success for their three-year term, commencing at the end of the 2025 Annual General Meeting.

The Chair formally welcomed Annabelle Simon and Paul Davies to the NTAQ Board and introduced them to the Members present.

7. **Honorary Life Members**

The Chair advised that the NTAQ Honorary Life Member Program recognises outstanding commitment to conserving, protecting, and celebrating Queensland's environmental, built, and cultural heritage. The program acknowledges and thanks recipients for their achievements and contributions to the National Trust in Queensland.

Recipients are required to have demonstrated exceptional work in supporting and influencing the direction of the National Trust in Queensland. Nominations are open to any living Australian citizen or permanent resident; however, each

nomination must be seconded by a current full member of the National Trust of Australia (Queensland).

The Chair announced that, this year, the NTAQ Board awarded Honorary Life Membership to five individuals in recognition of their support of NTAQ, Currumbin Wildlife Sanctuary, and the Wildlife Hospital.

1. Dr Bruce Cook OAM
2. Mr Donald Channer - unfortunately, Donald Channer could not be here in person today but sends his appreciation for being awarded this accolade.
3. Mr Arthur Frame (AM)
4. Dr Ian Galloway (AM)
5. Mr Henrey Smerdon (AM)

The Chair congratulated the four recipients present and presented them with their commemorative plaques and NTAQ gold pins.

THAT CONCLUDED THE FORMAL BUSINESS OF THIS MEETING AS SET OUT IN THE ANNUAL GENERAL MEETING NOTICE.

8. **GENERAL BUSINESS**

**Alex Griffiths Significant Achievement Award**

Before inviting Members to ask general questions, the Chair took the opportunity to announce this year's Alex Griffiths Significant Achievement Award for Outstanding Contribution to Currumbin Wildlife Sanctuary.

The Alex Griffiths Significant Achievement Award is a perpetual award awarded annually to one team member, either staff member or volunteer, who has contributed significantly to the Sanctuary for more than 10 years. This award is presented to one individual who contributes to the holistic nature of the Sanctuary and upholds the values and ethos of the Sanctuary. The perpetual trophy is engraved with the names of previous annual winners.

The Chair announced that this year's winner of the Alex Griffiths Significant Achievement Award for Outstanding Contribution has been awarded to Dr Andrew Hill, who works alongside Dr Michael Pyne at the Wildlife Hospital.

The Chair invited questions from the floor regarding any issues or activities of the Company.

The following comments and questions were raised by Honorary Life Member, Jann Stuckey. She requested that it be noted she did not receive the email correspondence from Vero Voting regarding the vote for the new Board Directors and was therefore unable to cast her vote. The Chair responded that the CEO had been in contact with her to explain the reason for this error.

Jann Stuckey referred to the 2024 AGM minutes, noting a request for future Annual General Meetings to be live streamed to enable remote Members to participate. The Chair responded that implementing this facility would require a significant

investment in equipment. This equipment will now be incorporated into the new Hospital expansion project and will be available for use in multiple meetings that may require live streaming.

Jann Stuckey asked about the cost paid by NTAQ for the SWELL Eagle sculpture, noting that the artist's asking price was reportedly high. The CEO confirmed that the sculpture was obtained at the artist's cost price. The artist was keen to collaborate with the Sanctuary, allowing NTAQ to take ownership of this large piece due to its relevance to the Free Flight Bird Show.

9. **MEETING CLOSED**

There being no further business or questions the Chair declared the meeting closed at 11:02AM and expressed thanks for the work of the CEO and Company Secretary in organising the Annual General Meeting, along with the other NTAQ staff.

I confirm these minutes as a true record of the Annual General Meeting of National Trust of Australia (Queensland) Limited held on 6 December 2025.

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**Mark Townend**
**NTAQ President**

**APPENDIX 1**

**NTAQ ANNUAL GENERAL MEETING GUEST REGISTER 6 DECEMBER 2025**

**NTAQ MEMBERS**

| | First Name | Surname Name | Member No: | Comments |
|---|---|---|---|---|
| 1 | Annabelle | Simon | 1007571391 | Director |
| 2 | Arthur | Frame | 1004265 | Honorary Life Member |
| 3 | Averil | Maric | 1007570285 | |
| 4 | Bruce | Cook | 1003118 | Honorary Life Member |
| 5 | Cameron | McTavish | 1024223 | Honorary Life Member |
| 6 | Carolyn | Parker | 1065294 | Director |
| 7 | Emma | Kerrison | 1114308 | |
| 8 | Fiona | Gardiner | 1072150 | Director |
| 9 | Francesca | Hlawatsch | 1013651 | |
| 10 | Garry | Vistarini | 1073489 | Director |
| 11 | Geof | Hill | 1014534 | |
| 12 | Glenys | Schuntner | 1040981 | Director |
| 13 | Graeme | Chesterman | 1002312 | Late arrival at 11:10AM |
| 14 | Helen | Moloney | 1005029 | |
| 15 | Henry | Smerdon | 1004980 | Honorary Life Member |
| 16 | Ian | Galloway | 1004268 | Honorary Life Member |
| 17 | Jann | Stuckey | 1002311 | Honorary Life Member |
| 18 | Jennifer | McQueen | 1090432 | |
| 19 | John | Jensen | 1007230 | |
| 20 | Lynne | Bristow | 1009610 | |
| 21 | Mae | Frame | 1034998 | |
| 22 | Mark | Townend | 1065293 | Director |
| 23 | Mellissa | Brown | 1074417 | Director |
| 24 | Paul | Davies | 1207422851 | Director |
| 25 | Ros | Bannerman | 1016557 | |
| 26 | Stephen | Bristow | 1009608 | |
| 27 | Susan | Lobban | 1034223 | Honorary Life Member |
| 28 | Suzanne | Angell | 1014534 | |
| 29 | Stuart | Lummis | 1012840 | Director |

**Non-members Guests**

| First Name | Surname | Comment |
|---|---|---|
| Noelle | Cook | Guest of Dr Bruce Cook |