

Edmonton Epilepsy Association
The Epilepsy Association of Northern Alberta

Terence Mahon House, 11215 Groat Road NW, Edmonton, AB T5M 0J5
Phone: 780-488-9600 Toll Free 1-866-374-5377 Fax: 780-447-5486
Email: info@edmontonepilepsy.org Website: www.edmontonepilepsy.org

OUR FIFTY-NINTH YEAR OF SERVICE

**NOTICE OF 2019 EEA ANNUAL GENERAL MEETING
and Volunteer Appreciation Dinner/Event**

- (1) This is to advise all EEA Members that the 2019 Annual General Meeting of the Association will be held on Thursday, *February 28th, 2019* in Rooms 113/115 of the *St. John's Ambulance Building, 12304 – 118th Avenue*, Edmonton, commencing at *6:15 p.m.* The St. John's Ambulance Building is close to the #3, #12, and #132 bus. There is ample parking behind the building, which is off 123rd Street.
- (2) *From 5:45 p.m. to the start of the A.G.M., there will be a buffet-style no-cost light meal.* Members are advised to *arrive by 5:45* so that they have the opportunity to avail themselves of the meal.
- (3) A Member's Annual Membership Fee must still be currently valid in order for that Member to vote at the AGM;
- (4) A Member who is not able to attend in person should complete the attached Instrument of Proxy and either deliver it, mail it or fax it to the EEA Office no later than two days prior to the AGM;
- (5) Any Member who plans to attend the AGM/ Volunteer Appreciation Dinner Event in person, and who requires transportation to/from the EEA Office to the Meeting location, will have such transportation provided at no expense to the Member;
- (6) The Agenda for the Meeting is attached. It will also be posted on the EEA website, and will be available at the AGM itself;
- (7) Any Member in good standing over the age of 18 who meets the eligibility criteria (below) and wishes to stand for election to the Association's Board of Directors may do so as follows: A written nomination with the signature of two supporters (who are current EEA Members in good standing), and the written consent of the Nominee, must be filed with the Secretary of the Association, c/o the EEA Office, at least fourteen (14) days prior to the Annual General Meeting. (Interested individuals may contact the Executive Director for assistance with the logistics of this process, if desired);

(PLEASE TURN OVER)

- (8) Other items of Business at the AGM will include Approval of the Minutes of the February 22nd, 2018 AGM, Approval of the Report to Members on 2018 EEA Activities and Membership Review and Acceptance of the 2018 EEA Financial Statements;**
- (9) After the Business of the AGM has been concluded, the Association will recognize its valued volunteers with tangible keepsakes and enjoyable entertainment.**


Eligibility Requirements to be a Member of the Board

Essential Requirements:

- ~ Be, or become, a Member in good standing of the Association
- ~ Good knowledge of the neurological condition of Epilepsy
- ~ Interest in, and willingness to support, the Objectives of the Association;
- ~ A commitment to contribute the necessary time for active monthly participation in Board business;
- ~ The ability to work as a member of a team;
- ~ Willingness to serve on at least one Committee of the Association;
- ~ The successful clearance of a CPIC security check, the cost of such clearance check to be paid by the EEA; and
- ~ The willingness and ability to provide two Letters of Reference, on request.

Desirable Requirements:

- ~ Previous Board or Committee experience; and
- ~ Knowledge and skills in one or more of the following key areas:
Health care, Education, Financial Management, Legal, Fundraising, Advocacy/Lobbying, Media/Public Relations, Administration/Governance/Policy.



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<p>AGENDA</p>

2019 Edmonton Epilepsy Association Annual General Meeting
Thursday February 28th, 2019
St. John's Ambulance Building
Rooms 113/115, 12304-118 Ave Edmonton

(Immediately preceding the Meeting, and starting at 5:45 p.m., there will be a No-Cost light supper meal for Members.)

1. Call to order at 6:15 p.m.;
2. Review of Minutes of the February 22nd, 2018 Annual G.M.; (Section 1);
3. Business Arising;
4. Review of Report to Members on 2018 Activities; (Section 2)
5. Review of 2018 EEA Fiscal Year Financial Statements; (Section 3)
6. Election of Directors; (Section 4)
7. New business;
8. Adjournment

IMMEDIATELY FOLLOWING, THERE WILL AN ENTERTAINING VOLUNTEER RECOGNITION EVENT.


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Edmonton Epilepsy Association Bylaw Articles 2.03 and 2.04 outline the process for Proxy Voting at the Edmonton Epilepsy Association Annual General Meeting if a Member is unable to attend in person.

If you will not be able to attend the February 28th, 2019 meeting in person, we would respectfully request that you complete and sign the following Proxy form and either deliver or mail it to the EEA office at 11215 Groat Road NW, Edmonton, AB T5M 3K2, or fax it to 780-447-5486.

Thank you for your cooperation.

Instrument of Proxy
Edmonton Epilepsy Association

I hereby appoint **Cheryl Renzenbrink** or failing her then **Cameron Reid** as my proxy to vote for and on my behalf at the **ANNUAL GENERAL MEETING** of the members of the Edmonton Epilepsy Association to be held on February 28th, 2019 (or such other date that it may be adjourned to), in respect to all matters which may come before the meeting.

Dated the _____ day of _____, 2019

Member Name- please print

Member Signature

Witness Name- please print

Witness Signature