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**2020
Edmonton
Epilepsy
Association
Annual
Report**



www.edmontonepilepsy.org



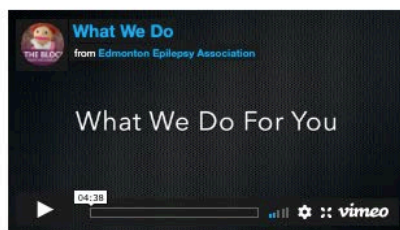
DID YOU KNOW?

Epilepsy affects 1 in every 100 people.

At least 1 in every 10 people will have one seizure in their lifetime.

There are approximately 23 000 people living with epilepsy in Edmonton and Northern Alberta.

[Click Here](#) for more information about Epilepsy and our Resources and Supports page.



What We Do from Edmonton Epilepsy Association on Vimeo.

EEA OFFICE CLOSURE DUE TO COVID-19 PROVINCIAL RESTRICTIONS

Edmonton Epilepsy Association
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CONTENTS

1

ASSOCIATION PROFILE

MESSAGE FROM THE PRESIDENT	P. 5
MESSAGE FROM THE EXECUTIVE DIRECTOR	P. 6
HISTORY TIME-CAPSULE	P. 7
VISION, MISSION, VALUES	P. 8
AREAS OF FOCUS	P. 9
ABOUT THE EEA	P. 10
STRATEGIC PLAN	P. 11

MANAGEMENT DISCUSSION

2020 ACTIVITIES REPORT	P. 15
RESULTS	P. 18
2020 BOARD OF DIRECTORS	P. 19
COMMITTEES OF THE BOARD	P. 20
STAFF AND VOLUNTEERS	P. 21
2020 SPONSORS AND DONORS	P. 22
WEBSITE	P. 23

2

3

2021 AGM BUSINESS

2021 AGM AGENDA	P. 25
2020 FINANCIAL REPORT	P. 26

FROM THE HEART

WORKING TOGETHER IN 2020	P. 33
2021 KEY INITIATIVES	P. 35

4



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

3

ASSOCIATION PROFILE

MESSAGE FROM THE PRESIDENT	P. 5
MESSAGE FROM THE EXECUTIVE DIRECTOR	P. 6
HISTORY TIME-CAPSULE	P. 7
VISION, MISSION, VALUES	P. 8
AREAS OF FOCUS	P. 9
ABOUT THE EEA	P. 10
STRATEGIC PLAN	P. 11



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

MESSAGE FROM THE PRESIDENT

This past year was full of new challenges for all of us. We did not have the opportunity to celebrate the EEA's 60th with the party we had planned but, are hopeful we will all be able to gather together again in the months to come.

In 2020 we welcomed our new Executive Director and Chief Operating Officer, Valeria Palladino, to lead the EEA office, volunteer team and drive our strategic plan... during the start of the pandemic. She rose to the challenge. I would like to express the board's deepest gratitude for her unwavering positivity and creative spirit as she continually finds ways news ways to support and connect with members. Unfortunately, our major fundraisers planned for 2020 were canceled due to COVID. We were eligible for Government Grants to provide some much needed financial support but, it is not enough to cover all of our expenses. The board continues to explore a number of fundraising options for sustainable funding to ensure all of our programs and services can be maintained and expanded in the future.

A highlight from 2020 was the launch of our refreshed website. I hope you will take a few moments to discover all of the resources available to you and your families. We have continued our video project as we interview our supporters and members to share their stories about being touched by epilepsy.

There were a number of achievements in 2020 and the following pages contain a summary of the activities, Financial Statements, recognition of our Sponsors and Volunteers and brief biographies of the individuals who are seeking election to the Board of Directors. The Board respectfully submits this Annual Report for your review and approval at the A.G.M.

I close with a sincere thank you for the continued passion of our volunteers, Board of Directors, committee members and of course our hardworking team in the office. They continually strive to promote an improved quality of life for those living with epilepsy and the families supporting them.

Thank you for being an active member of the association and I look forward to the privilege of serving on the board for one more year.

Colleen Matvichuk



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**ANNUAL
REPORT
2020**

MESSAGE FROM THE EXECUTIVE DIRECTOR

Since mid-April 2020 I have had the honour of leading this tiny and mighty charity, dedicated with its heart and soul to *Empowering People Living With Epilepsy*.

I had big shoes to fill, following 15 years of superb leadership, true dedication and faithful commitment of my predecessor, Gary Sampley, who led the EEA through a decade and a half of small and big successes. These included moving the office into its current location, a wonderful, seasoned, detached home by Westmount, in Edmonton, which allows us to offer special summer programs, and in days prior to the pandemic, saw many coming to it for social events, such as bingos and BBQs.

He also expanded successfully the Edmonton Epilepsy Association Information Booklets, securing funding from UCB, Canada, ensuring its longevity and sustainability for everyone to access accurate and easy-to-understand information about the condition.

As Gary left, I was able to take advantage of the strong foundations he left, while supporting the Board of Directors into re-imagining new directions of the association, all the while facing the strenuous conditions the pandemic has placed upon us all!

I would like to list amongst my main accomplishments for the short tenure with the EEA, the ability to work with the Directors on a revised three-year strategic plan, which you can read more about in this report.

I am also grateful for the generosity of so many of our members, Directors and core volunteers, who have come forward with exciting new ideas, shared their skills, worked tirelessly on innovative projects, completed the dull but necessary tasks of upkeeping an office and taught me so much about life with epilepsy.

Despite all the challenges and changes we faced in 2020, I hope you will agree with me the EEA accomplished a great deal of successes and transformed itself in new ways, connecting with its members, grew its outreach and sustained an important presence, to educate and build awareness about epilepsy.

I am proud to be one of its servant leaders.

Valeria Palladino
Executive Director/Chief Operating Officer



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**ANNUAL
REPORT
2020**

HISTORY



The EEA was established on June 7, 1960, as a grassroots association to support people living with epilepsy. Over the past 60 years, the association has served a yearly average of 5,000 individuals and their families and caregivers, who live with epilepsy, in the Edmonton area, as well as northern Alberta, Yukon and Northwestern Territories.

Since 1960, the Edmonton Epilepsy Association has helped to improve the lives of persons living with epilepsy by providing information, referral, and support services as well as awareness and education programs.

The Edmonton Epilepsy Association was formed in 1960, having evolved from the Western Canada Epilepsy League (Edmonton Branch). In 1961, the Edmonton Epilepsy Association was accepted as a member of the United Community Fund (now the United Way). While the Association endeavors to provide information services to Central and Northern Alberta, over 80% of its services are within the greater Edmonton area.

As a registered charity the EEA has built an array of services, that range from individualized support to members in need, filling out application forms for funding, to connecting with service providers; from hosting social events, to delivering education programs and in-service sessions to schools and first responders, to enhance communication and understanding about epilepsy and how it affects individuals of all ages.

The association runs its flagship program of a series of 13 epilepsy information booklets that are fully funded by a partner sponsorship with UCB, Canada, which allow us to share information about epilepsy to a diverse audience, from kids to teens, to adults, to women, caregivers, seniors and many others, with a specific focus on the different audiences.

Another important element of the EEA is its rich website and its free bi-monthly newsletter. The EEA is also a member of the Canadian Epilepsy Alliance (CEA), and as such it is connected to the International Bureau of Epilepsy (IBE).

With a small but mighty staff of two and a core team of faithful and committed volunteers, the association has been a point of reference and a main source of support for its members for 61 years.



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**ANNUAL
REPORT
2020**

VISION MISSION VALUES

The Edmonton Epilepsy Association Board of Directors, selected the following Vision, Mission and Value statements at the 2020 September Board Retreat. While the final wording of these statements will be voted at the 2021 EEA AGM, we introduce them here, as the foundation of all the work of the association, its members, volunteers and staff.

OUR VISION

Empowering people who live with epilepsy

OUR MISSION

To assure the well being of persons with epilepsy through increased public awareness and education and further, to address specific concerns, both personal and social, that these individuals experience. The objective of the Edmonton Epilepsy Association is to promote, in any way possible, an improved quality of life for persons with epilepsy, their families and caregivers.

OUR VALUES

Empowerment

Respect

Compassion

Dedication

Integrity



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**ANNUAL
REPORT
2020**

AREAS OF FOCUS

The Edmonton Epilepsy Association Board of Directors, selected the following Areas of Focus as the association strives to implement its services, programs and initiatives during its 3-year strategic planning cycle. Each area of focus is led by a Committee of the Board. Each committee meets regularly during the year to review progress and recommend new developments.



AREA OF FOCUS Organizational Sustainability

- Fiscal Longevity
- Governance
- HR and Operations
- Membership

AREA OF FOCUS Communication and Advocacy

- Fundraising (as communications)
- Advocacy
- Website/Newsletter/Social Media
- Partnerships
- Media releases

AREA OF FOCUS Awareness and Education

- KOB
- Education Programs
- In-services
- Awareness Campaigns
- Research

AREA OF FOCUS Member Services

- Individual member services
- Family/support network services
- Awards and Scholarships
- Research Library
- Volunteers

All activities, initiatives and programs of the association fall under one or more of these areas of focus. The Board of Directors, staff and volunteers meet regularly to ensure the activities align with the vision, mission and values selected, and everyone benefits from the EEA impact, as we work together to support the epilepsy community in Edmonton and northern Alberta.



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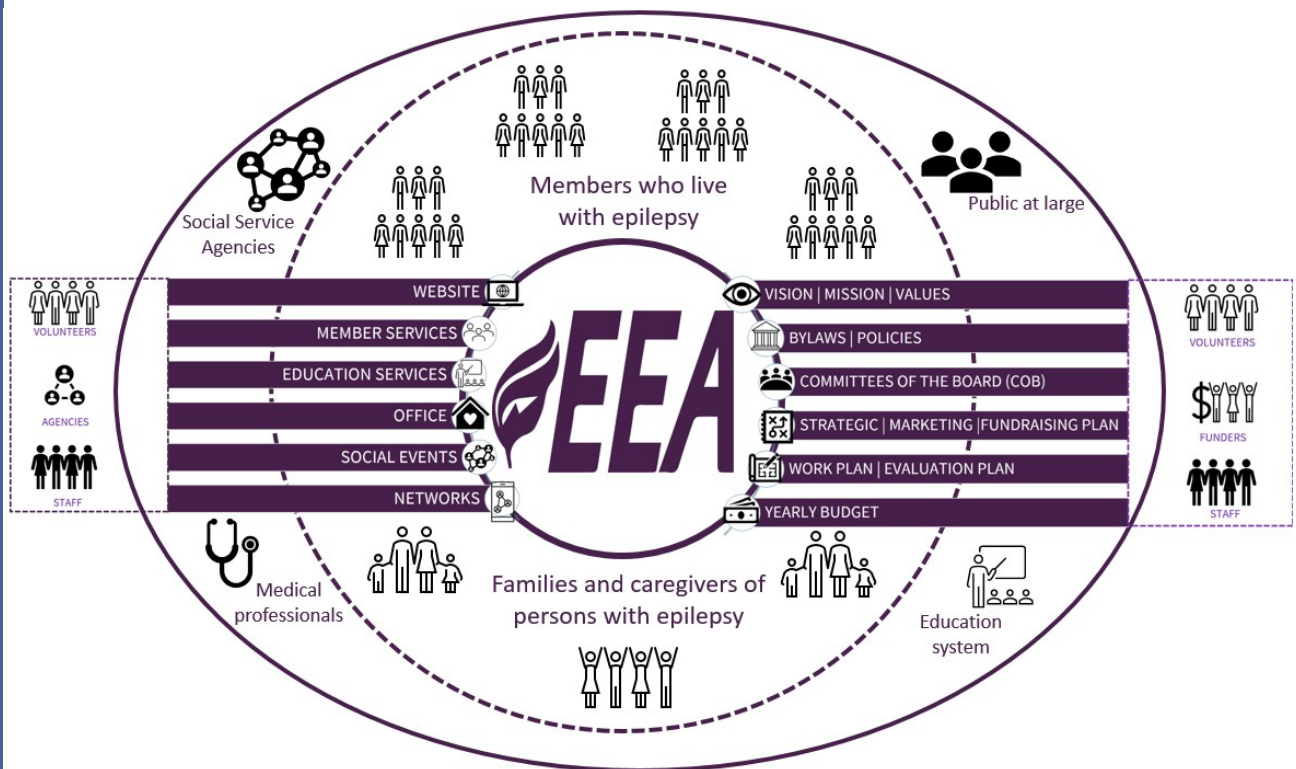
**ANNUAL
REPORT
2020**

ABOUT THE EEA

The Edmonton Epilepsy Association as a registered charity, operates based on its established bylaws, directed by a Board of Directors, elected for 3-year terms by the members of the association, with the support of a small but mighty staff and core volunteers.

The visual on this page illustrates the association and its activities.

- Purple titles on the right of the logo indicate the core foundational documents, directives, people and means through which the association determines its key vision, mission and values.
- Purple titles on the left of the logo indicate the core programs and activities through which the EEA implements its vision, mission and values.
- The inner dotted circle lists the key beneficiaries of the association's efforts which are people who live with epilepsy and their families and care givers.
- The larger circle includes the larger community impacted by the efforts of the association., from social service agencies, medical professionals, education system and the public at large.



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

STRATEGIC PLAN



In order EEA to work towards its vision, mission and values, the EEA can establish, maintain and promote the following programs:

- Programs of assistance and support for persons with epilepsy and their families;
- Programs of education for persons with epilepsy and their families;
- Programs of public education;
- Fund raising programs;
- Recreational activities for persons with epilepsy, their families and friends;
- Program of research.

The Operational Structure of the EEA consists of:

- Board of Directors, up to 13 people, including the Executive Director (non-voting member), elected/confirmed on a three-year term basis by the EEA membership at its annual general meeting in February.
- The Executive Director/Chief Operating Officer, full time staff
- The Program Manager, part-time staff
- Core team of association volunteers

The association's main office is located at Terence Mahon House, 11215 Groat Road, Edmonton, AB, T5M 3K2.

The key financial goals of the association and its strategic planning are to become a self-sustainable charity.

The EEA participates in a Casino fundraiser, on a two-year cycle, supports its epilepsy information booklet series thanks to a yearly sponsorship with UCB Canada and organizes a variety of fundraising events throughout the year, receiving memorial donations and ongoing donations from long-time champions. The scheduled 2020 casino did not take place due to the pandemic.

The COVID-19 pandemic of 2020 has placed the association in a precarious situation which requires a review of its business model and a plan of action to substantially increase revenues and diversify funding.



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**ANNUAL
REPORT
2020**

STRATEGIC PLAN



EEA STRATEGIC GOALS

The strategic goals align with each area of focus and determine priorities for the association for the 2021-2023 cycle.

1. Ensure the long-term health and sustainability of the EEA

ORGANIZATIONAL SUSTAINABILITY

- a) Build, increase and diversify fundraising opportunities
- b) Develop and cultivate governance processes and practices to establish and nurture role clarity and transparency.
- c) Equitably distribute responsibilities across EEA board directors, staff, and volunteers.
- d) Increase EEA membership.

2. Build a supportive community for people living with epilepsy

COMMUNICATIONS AND ADVOCACY

- a) Cultivate a culture of supporters and promoters
- b) Spearhead and join advocacy campaigns in support of epilepsy-related causes
- c) Establish innovative and outreaching communication strategies
- d) Strengthen and expand collaboration with agencies and centres in support of epilepsy

3. Promote awareness and education about epilepsy

AWARENESS AND EDUCATION

- a) Increase awareness about epilepsy
- b) Increase awareness about the EEA and its services
- c) Implement and facilitate programs to support awareness and education about epilepsy
- d) Explore programs to support research in the field of epilepsy

4. Strengthen and expand EEA member programs

MEMBER SERVICES

- a) Empower EEA members towards achieving full potential and social integration
- b) Serve all EEA constituencies
- c) Strengthen social connection opportunities for EEA members
- d) Offer timely support to EEA members in a variety of ways



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**ANNUAL
REPORT
2020**

STRATEGIC PLAN

2021 Key Performance Indicators (KPIs)

- Establish clear processes and fundraising guidelines
- Align fundraising efforts to budget-identified needs on a yearly basis
- Identify opportunities for repeat gifting/donations and sponsorships
- Finalize Strategic Plan Document
- Update Strategic Plan on annual basis
- Review and revise EEA policies annually
- Train new board members as needed
- Restructure Committees of the Board
- Update terms of reference for committees
- Clarify BOD, staff, and volunteers' roles
- Increase active membership by 25% every year
- Review and clarify membership to the association
- Run effective and popular programs and campaigns
- Determine levels of awareness about epilepsy and EEA in the community
- Conduct environmental scan
- Establish communications plan
- Identify gaps and needs about awareness
- Participate and/or organize at least two awareness campaigns per year
- Increase outreach to media by at least 25% per year
- Expand collaboration opportunities with other epilepsy agencies
- Engage with epilepsy agencies on a regular basis
- Offer monthly education and in-services (online and in-person)
- Expand epilepsy booklets program
- Offer ongoing KOB sessions as needed
- Build connections with clinics and hospitals who specialize in epilepsy
- Engage with healthcare providers
- Sustain current awareness and education programs
- Identify key players in healthcare providers for people living with epilepsy
- Maintain database
- Offer a variety of individualized services to members in need
- Maintain and improve research library (online and hard copies at office)
- Identify and define EEA constituencies
- Host/facilitate social events for members
- Improve on volunteer programs
- Increase connection opportunities for members in need



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

13

MANAGEMENT DISCUSSION

2020 ACTIVITIES REPORT	P. 15
RESULTS	P. 18
BOARD OF DIRECTORS	P. 19
COMMITTEES OF THE BOARD	P. 20
STAFF AND VOLUNTEERS	P. 21
2020 SPONSORS AND DONORS	P. 22
WEBSITE	P. 23



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

14

2020 ACTIVITIES REPORT

2020 EVENTS AND CAMPAIGNS

- **FARMERS' MARKET**

The EEA attended the Strathcona Farmers Market on March 7, 2020 during March Epilepsy Awareness Month

- **PROCLAMATION**

The City of Edmonton Mayor, Don Iveson, proclaimed March 26, 2020 Epilepsy Awareness Day

- **PURPLE DAY**

While initially scheduled, the Bridge Lighting was cancelled as the City lit the Bridge for the week in honour of health care workers.

- **MAKING MEMORIES TOGETHER WHILE APART**

The EEA ran its "Making Memories Together While Apart" social media connection campaign, during July 2020, where participating members shared activities. Notes, comments and stories about a different summertime, marked by the COVID-19 pandemic. Radio station 96.3 The Breeze advertised the event for two weeks.

2020 MEMBER ACTIVITIES AND PROGRAMS

- **EEA 2020 ANNUAL GENERAL MEETING**

This meeting was held with 45 participating members in person on February 27, 2020.

- **NORQUEST PRACTICUM VOLUNTEER**

A student from NorQuest College started her volunteer practicum support with the EEA office in early February 2020. Crystal was a nice addition to the support staff for the EEA office. The practicum stopped once pandemic restrictions came into effect.

- **COLLECTIVE GARDEN**

The EEA hosted 5 families and individual members with a special garden plot for some vegetable growth over the summer of 2020. The EEA also created special recipes from some of the delicious veggies grown in our office backyard.

- **COLLECTIVE KITCHEN**

Only one in-person collective kitchen session, with 6 participating members, was held in 2020 before COVID-19. The pandemic placed a pause on this social and education activity in its traditional form. The EEA office staff and volunteers created meal kits and special recipes that fed members 20 times over, between June and December 2020. The free meal kits were funded by the Edmonton Community Foundation Grant.

- **INDIVIDUAL COUNSELLING**

The EEA volunteer counselling, Dr. Kim, provided over 200 hours of individual counselling during 2020.



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

2020 ACTIVITIES REPORT

2020 MEMBER ACTIVITIES AND PROGRAMS (cont.)

- **BINGO**

Two in-person bingo events were held at the EEA office with a total of 21 participants. This social activity was paused since the pandemic.

- **MENTORING PROGRAM**

The EEA mentoring program continued successfully in 2020, with four active mentoring relationships, including a structured training program for new mentors for members of the association.

- **MEMBERS CONNECT**

Between June and December 2020, the EEA staff and volunteers called each member in good standing over the phone twice. These short check-in conversations allowed the EEA to ensure all its members were doing well and coping with the challenges of the pandemic. Several members shared their deep appreciation for the checking in and the connection efforts.

- **MEMBER ANNUAL MEMBER SURVEY**

The EEA completed its annual member survey, through online and over-the-phone calls. 75 members completed the survey. For more details check page 18.

- **HOBSKOTCH**

The EEA offered a presentation webinar about the HOBSCOTCH memory coaching program, by the Dartmouth-Hitchcock Epilepsy Center. The EEA staff is now certified to offer this memory coaching support to all members living with epilepsy. We are currently working with one member and invite anyone interested in inquiring about this program.

- **HALLOWEEN HAUNTED HOUSE PROJECT**

The EEA ran its first haunted House Project, in the last week in October 2020, engaging children and their families in an online scavenger hunt. Two young members of the association won a special prize for participating in the online hunt and learning more about epilepsy. The EEA also received the attention of CBC radio and TV.

- **INDIVIDUAL SUPPORT**

In addition, the EEA offered direct individual support to 150 members in 2020.

- **WINTER GIFT GIVEAWAY**

Thanks to substantial in-kind donations of winter jackets and other giftware from the In-Kind Exchange centre, from United Way, the EEA was able to run a successful members' gift giveaway program in December 2020. A total of 30 gift packages were donated to qualifying members.



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

2020 ACTIVITIES REPORT

2020 EDUCATION PROGRAMS

- **KIDS ON THE BLOCK**

The EEA held 8 in-person sessions for 495 students before the pandemic. An online studio was built in the summer of 2020 and one online session was held with 22 students from grades K-6 from Legal School, with the Greater St. Alberta Catholic Schools.

- **EPILEPSY EDUCATION PRESENTATIONS**

The EEA offered 4 online Epilepsy 101 webinars during 2020, with more than 70 people in total attending the sessions.

- **EPILEPSY IN-SERVICES**

7 sessions were offered in person before the pandemic, with 219 participants.

- **EPILEPSY BOOKLETS**

The EEA continues to run its successful Epilepsy Booklets Series program, online and in print. In 2020 a full –fledged proof-read and updating of the English version of the booklets was completed. For details about downloads check on page 23.

- **EEA NEWSLETTER**

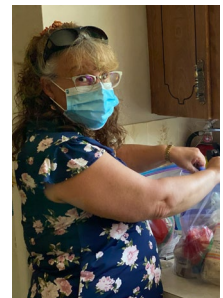
The EEA published 6 insightful and rich newsletters during 2020, all available for free at its website. All EEA members who request it, received a colour copy of each issue.

SCHOLARSHIPS AND AWARDS

- Gary Hannigan Memorial Scholarship – 1 scholarship was awarded in 2020.
- Continuing Education Scholarship – 1 scholarship was awarded in 2020.
- Cam Reid Volunteer of the Year Award
 - Cheryl Renzenbrink was the recipient of the 2020 award.

FUNDRAISING CAMPAIGNS 2020

- 50-50 Online Raffle
- Kijiji Garage Sale
- Wine-tree Fall Online Raffle



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

RESULTS

188 | EEA MEMBERS IN GOOD STANDING AT END OF

DECEMBER 2020. *The association's members represent less than 1% of the over 20,000 people affected by epilepsy in the Edmonton and Northern Alberta region. The EEA new strategic plan aims at improving this in the next three years.*



90% Satisfied | SATISFACTION RATE OF MEMBER

SERVICES AND PROGRAMS. *In the fall of 2020, the EEA ran its annual member survey and received a rate of 70.8 % of highly satisfied and 29.2% satisfied for its members and services, from a 40% response rate.*



1,600 Volunteer Hours | These are the hours

donated by core and project-based volunteers during 2020. A clear indicator the association exists mainly because of the generosity of its dedicated volunteers.



819 Number of people educated about epilepsy | The number

of people who directly received in-services and attended sessions about epilepsy from our webinars, in-service and Kids on the Block performances.



300 Hours of Individual member services |

EEA Staff and core volunteers supported members in unique individual ways, addressing their specific needs during 2020.



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

18

2020 BOARD OF DIRECTORS

THE BOARD OF DIRECTORS SLATE FOR 2020

We thank the following directors who have served during the 2020 fiscal year on behalf of the Edmonton Epilepsy Association:

- Colleen Matvichuk, President
- Cam Reid, Vice-President
- Terry Mahon, Treasurer
- Katrina Breau, Secretary
- Valeria Palladino, Executive Director (April to present)
- Gary Sampley, Executive Director (January-April 2020)
- Guy Doucette, (February –June 2020)
- Alex Law (January – June 2020)
- Joe Scalzo (February – June 2020)
- Irene Szkambara (January – October 2020)
- Noella Desaulniers, (March to present)
- Anna Pagliuso (April to present)
- Anne Starreveld
- Dr. E. Starreveld
- Tammy Tkachuk (June to present)
- Kristine Zielinski (June to present)

The EEA currently has up to three vacant directors' positions available, to be approved at the Annual General Meeting, on February 25, 2021.



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

COMMITTEES OF THE BOARD

The EEA Board of Directors has set up four committees of the board (COBs) which are aligned with the four areas of focus. The following is an overview of the key priorities of each committee and the current key members. According to EEA committee policies, each COB must be chaired by a current Director of the Board, the President and the executive Director of the Association are ex-officio members, and any other member of the committee is a member of the association in good standing.

Organizational Sustainability

The committee focuses on:

- Fiscal Longevity
- Governance
- HR and Operations
- Membership

Communication and Advocacy

The committee focuses on:

- Fundraising (as communications)
- Advocacy
- Website/Newsletter/Social Media
- Partnerships
- Media releases

Awareness and Education

The committee focuses on:

- KOB
- Education Programs and In-services
- Awareness Campaigns
- Research

Member Services

The committee focuses on:

- Individual member service
- Family/support network services
- Awards and Scholarships
- Research Library
- Volunteers

EEA members wishing to join any of these committees, are welcome to contact the EEA at info@edmontonepilepsy.org.



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

20

STAFF AND VOLUNTEERS

The EEA worked under the leadership of Gary Sampley, as former Executive Director of the association until April 30, 2020.

On May 1, 2020 Valeria Palladino took over the position of Executive Director for the association. Sharon Otto, continues to be the Program Manager and Coordinator for the association on a part-time basis.

The EEA also counts amongst its core volunteers the following individuals who are essential to its ability to keep its doors open and support its members, while promoting education and awareness about epilepsy to the larger community:

Joy Bernal | Katrina Breau | Noella Desaulniers
Julia Gallant | Cheryl Gillie | Dr. Sunny Kim | Aida Mediros
Cam Reid | Todd McArter | Virginia Nason | Gary Sampley
Irene Szkambara | Kristine Zielinski

Cheryl Renzenbrink was the recipient of the 2020 Cam Reid Volunteer of the Year Award for her significant volunteer contributions to the association over the years.



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

21

2020 SPONSORS AND DONORS

DONATIONS

- **SUNRISE BAKERY**

Sunrise Bakery donated \$10,000 in early 2020 for the association to pursue specific programs in support of families with children living with epilepsy.

- **REBEKAH LODGE DONATIONS**

Jewel Rebekah Lodge #25 and Maple Leaf Rebekah Lodge #2 donated respectively \$5,000 and \$2,000 to the EEA in early 2020.

- **ESTATE OF DEBORAH ROSE PASKO**

This estate donated \$5,000 to the EEA in the summer of 2020.

- **INKIND EXCHANGE CENTRE**

The IKE donated a value of over \$2,000 in winter coats and presents for the EEA to distribute to its members, prior to its closing down in the fall of 2020.

- **EPILEPSY TRUST**

The Epilepsy Trust donated \$2,000 towards the EEA Continuing Education Scholarship

- **BRITTANY HUGHES SCHOLARSHIP FUND**

\$2,079 were donated toward this scholarship fund in 2020.

SPONSORS AND GRANTS

The EEA expresses its major gratitude for long-standing sponsors and champions of its cause, who continue to support the financial needs of the association and its members:



UCB CANADA

In 2020 UCB Canada donated \$15,000 towards its Epilepsy Booklets Series.

TERRY MAHON FOUNDATION

The Terry Mahon Foundation continues to support annually the Kids on the Block program in its entirety, making teaching about epilepsy through puppets a reality for children of all ages.

EDMONTON COMMUNITY FOUNDATION

The EFC provided a grant for \$7,900 for reach-out programs for EEA members during pandemic times, between June and December 2020.

CEWS

The EEA applied and received funds from this federal pandemic subsidy between April and December 2020.



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

WEBSITE

www.edmontonepilepsy.org

In the fall of 2020, the EEA updated its website, adding several special features, online forms for registration to events, video and interactive elements that enriched the site and continue to be updated regularly.

The website is EEA's main tool to spread the word about the association, its vision, mission and values, and connect to members and the community at large. In a world that is constrained by the pandemic, the EEA website remains a strong foundation for growth and for honouring the important work of the association.

Based on analytics we have access to, **over 3,000 per month** look for and find us on Google. We receive an average of actual **site visits approximately 2,500 per month**, which is a phenomenal achievement for online traffic and visibility.

Our most visited pages include:

- Home page
- Partial seizure information page
- Famous people with epilepsy
- Seizure types and first aid

The EEA Epilepsy Booklets page also receives great attention, as many download the free PDFs from the site, with an average of 200 downloads per month.

EPILEPSY INFORMATION BOOKLETS

In 2001, the Edmonton Epilepsy Association received a grant from the Edmonton Community Lottery Board to develop a new series of epilepsy educational booklets. Following two years of research, writing, editing, graphic design work and printing, we were proud to introduce these exceptional booklets in December 2003. The booklet series was officially launched as part of March 2004 Epilepsy Awareness Month activities.

Since that time, the booklets have been periodically updated and reprinted. For the past several years, UCB Canada Inc. has provided the EEA with unrestricted Grants that made it possible to print thousands of each booklet for free distribution to Epilepsy Associations, Hospital Epilepsy Clinics, and Neurologists' Offices across Canada.

Thanks to the efforts of our sister association, **Épilepsie Montréal Métropolitain**, all eleven of our booklets have now been translated into French. We print them in Edmonton. From our office we distribute them to Hospital Clinics, Epilepsy Associations, and Neurologists' Offices in Francophone Canada.

If you are not near an Epilepsy Association or Clinic, you can download and print our electronic booklets from the links below. In many parts of the world there is little or no epilepsy information available. Our website is averaging over 5,000 hits a month just for the booklets, including numerous hits from around the world. To date, our booklets have been downloaded from over 200 countries around the world!



EDUCATION RESOURCES
EDUCATION PROGRAMS
INFORMATION BOOKLETS
RESOURCE LIBRARY



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



ANNUAL
REPORT
2020

23

AGM 2021 BUSINESS

2021 AGM AGENDA

P. 25

2020 FINANCIAL REPORT

P. 26



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

24

2021 AGM AGENDA

2021 EDMONTON EPILEPSY ASSOCIATION
ANNUAL GENERAL MEETING
THURSDAY, FEBRUARY 25, 2021
6:30 – 8:00 P.M.
ONLINE ZOOM VIDEO AND AUDIO CALL

1. Call to Order
2. Welcome Message
3. Approval of Agenda
4. Review of Minutes of the February 27, 2020 AGM
5. Business Arising
6. 2020 Annual Report
7. 2020 Fiscal Year End Financial Statement
8. Election of Board of Directors
9. EEA Vision and Mission Statement, and Values
10. Strategic Plan 2021-2023
11. Door Prize Draw
12. New Business
13. 2020 Cameron Reid Volunteer of the Year Award
14. 2020 Life-time Achievement Presentation
15. Adjournment

The AGM will be recorded for minute-taking purposes. Important messages and presentations will be video-edited and shared on the EEA website for every member who is unable to attend.

Following the adjournment of the AGM the newly elected EEA Board of Directors will be meeting online to confirm their executive slate.



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

2020 FINANCIAL REPORT

EDMONTON EPILEPSY ASSOCIATION

Financial Statements

Year Ended December 31, 2020

(Unaudited - See Notice To Reader)

NOTICE TO READER

On the basis of information provided by management, we have compiled the statement of financial position of Edmonton Epilepsy Association as at December 31, 2020 and the statements of revenues and expenditures and changes in net assets for the year then ended.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Edmonton, Alberta

BANMAN WESTERLUND LLP
CHARTERED PROFESSIONAL ACCOUNTANTS



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

2020 FINANCIAL REPORT

EDMONTON EPILEPSY ASSOCIATION
Statement of Revenues and Expenditures
Year Ended December 31, 2020
(Unaudited - See Notice To Reader)

	2020	2019
REVENUE		
Donations	\$ 89,061	\$ 105,391
Canadian Emergency Wage Subsidy (Note 4)	44,908	-
Casino	37,805	33,783
Restricted contribution revenue recognized	25,930	38,828
Fundraising (Note 5)	13,199	21,273
Membership	1,997	2,070
Scholarship sponsorship	1,500	2,500
Interest	848	1,427
United Way	627	4,599
Donation in kind (Note 6)	50	2,593
Other	48	-
	215,973	212,464
EXPENSES (Schedule 1)	215,135	211,502
EXCESS OF REVENUE OVER EXPENSES	\$ 838	\$ 962

	2020	2019
NET ASSETS - BEGINNING OF YEAR	\$ 293,796	\$ 292,834
EXCESS OF REVENUE OVER EXPENSES	838	962
NET ASSETS - END OF YEAR	\$ 294,634	\$ 293,796



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

2020 FINANCIAL REPORT

EDMONTON EPILEPSY ASSOCIATION

Statement of Financial Position

December 31, 2020

(Unaudited - See Notice To Reader)

	2020	2019
ASSETS		
CURRENT		
Cash	\$ 107,992	\$ 144,735
Term deposit	-	51,114
Accounts receivable	4,528	9,419
Goods and services tax recoverable	870	1,935
Prepaid expenses	5,816	1,980
	119,206	209,183
TANGIBLE CAPITAL ASSETS (Note 2)	354,019	362,832
	\$ 473,225	\$ 572,015
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 1,551	\$ 1,569
Deferred contributions (Note 3)	177,040	276,650
	178,591	278,219
NET ASSETS	294,634	293,796
	\$ 473,225	\$ 572,015



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

2020 FINANCIAL REPORT

EDMONTON EPILEPSY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2020

(Unaudited - See Notice To Reader)

1. PURPOSE OF THE ASSOCIATION

Edmonton Epilepsy Association (the "Association") is a not-for-profit organization incorporated under the Societies Act of Alberta. As a registered charity the Association is exempt from the payment of income taxes under Section 149(1) of the Income Tax Act.

The Association mission is to assure the well being of persons with epilepsy through increased public awareness and education and further, to address specific concerns, both personal and social that these individuals experience.

The objective of the Edmonton Epilepsy Association is to promote, in any way possible, an improved quality of life for persons with epilepsy. In order to work toward this objective, the Association may establish, maintain, assist or promote:

- (a) Programs of assistance and support for persons with epilepsy and their families
- (b) Programs of education for persons with epilepsy and their families
- (c) Programs of public education
- (d) Fundraising programs
- (e) Recreational activities for persons with epilepsy, and their families and friends
- (f) Programs of research

2. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Land	\$ 142,521	\$ -	\$ 142,521	\$ 142,521
Buildings	264,682	53,184	211,498	220,311
	\$ 407,203	\$ 53,184	\$ 354,019	\$ 362,832



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

2020 FINANCIAL REPORT

EDMONTON EPILEPSY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2020

(Unaudited - See Notice To Reader)

3. DEFERRED CONTRIBUTIONS

	2019	Contribution received or receivable	Recognized as revenue	Total as of 2020
Provision for Future Years				
Operation Expenses	\$ 134,774	\$ -	\$ 63,000	\$ 71,774
KIDS ON THE BLOCK				
Terry Mahon Foundation	26,336	-	2,446	23,890
UCB CANADA				
Epilepsy Education Booklets	47,382	15,000	18,030	44,352
OTHER PROGRAMS				
G Hannigan Scholarship	275	-	-	275
Epilepsy Trust Cont Ed	-	2,000	-	2,000
B. Hughes Scholarship	2,079	1,000	1,500	1,579
Collective Kitchen	682	-	-	682
EEA Gala	10,000	5,000	-	15,000
DEFERRED CASINO REVENUE	55,122	171	37,805	17,488
	<u>\$ 276,650</u>	<u>\$ 23,171</u>	<u>\$ 122,781</u>	<u>\$ 177,040</u>

4. CANADA EMERGENCY WAGE SUBSIDY

The Association received the Canada Emergency Wage Subsidy in the amount of \$44,908 from the Federal government in support of wages during the eligible periods of the coronavirus pandemic (COVID-19). These subsidies are non-repayable and included as revenue.

5. OTHER FUNDRAISING

	2020	2019
Fundraising	<u>\$ 13,199</u>	<u>\$ 21,273</u>

Fundraising revenue in 2020 was derived from an online 50/50 raffle, a Wine-Tree fundraising raffle, and Kijiji garage sales conducted by staff and volunteers of the Association.

The planned EEA 60th Anniversary Gala did not occur due to the COVID-19 restrictions.

6. DONATION IN KIND

The budgeted ETS ticket in kind donation was not received from the "Donate a Ride" program for 2020 fiscal year.



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

30

2020 FINANCIAL REPORT

EDMONTON EPILEPSY ASSOCIATION

Notes to Financial Statements

Year Ended December 31, 2020

(Unaudited - See Notice To Reader)

7. COMMITMENTS

In 2017 the Association entered into a 5 year lease agreement with Pitney Bowes for comprehensive letter mailing and parcel shipping equipment conforming to Canada Post's new standards. The lease is payable in quarterly installments of \$209.

In 2020 the Association entered into a 66-month lease with Corporate Business Solutions for a new Konica Minolta C458 photocopier/printer/fax system. The lease is payable in quarterly installments of \$507.

EDMONTON EPILEPSY ASSOCIATION

Expenses

(Schedule 1)

Year Ended December 31, 2020

(Unaudited - See Notice To Reader)

	2020	2019
Salaries and wages	\$ 128,622	\$ 111,110
Office	20,301	27,637
Telephone and internet related costs	16,637	4,506
Public awareness and education	15,383	27,747
Amortization	8,812	9,180
Utilities	4,987	4,262
Professional fees	4,831	1,050
Fundraising	4,518	7,939
Insurance	4,428	3,994
Support service	3,209	2,483
Scholarships	1,500	2,500
Non-recoverable goods and services tax	870	1,935
Transportation	810	5,265
Interest and bank charges	175	1,894
Supplies	52	-
	<u>\$ 215,135</u>	<u>\$ 211,502</u>



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

FROM THE HEART

WORKING TOGETHER IN 2020

P. 33

2021 KEY INITIATIVES

P. 35



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

32

WORKING TOGETHER IN 2020

2020 was a unique year for everyone. The EEA had many plans in place for this special year. In June we would have celebrated our 60th anniversary, with a special gala, that was moved to the fall and then cancelled altogether.

While the pandemic that hit the globe threw a curve ball on everyone's plans, the EEA, led by its formidable Board of Directors and through the relentless support of its core team of volunteers, pivoted in many ways, placing itself in an important position to reach out to its members, and continue its work on advocacy, awareness, education about epilepsy and ongoing support for its members.

We wish to take the opportunity to retell some of our great stories from 2020, including comments and anecdotes from members and volunteers, who mean so much for us all, especially in difficult times.

Donations and Financial Support

COVID-19 did not stop our key champions from continuing to support the EEA through important financial means. We are grateful for the many donors, the ones who contribute thousand of dollars, but also and especially those who diligently donate to the association every month. These donations may not be in large amounts, but we are extremely grateful for their gesture, which represents a faithful attachment to our agency and the work we strive to do, everyday for all affected by epilepsy.

Individual Member Support

The EEA is a small non-profit agency which serves a population of up to 25,000 people affected by epilepsy, and which counts about 200 members in its current roster. With less than two fulltime staff and with a core of passionate volunteers, we reach out in meaningful ways to hundreds of people each year, serving them in very individualized ways, from helping with filling forms for financial assistance, to seeking legal counselling when needed. From lending a listening ear, to matching members with peers who share similar pathways through our mentoring program, connecting families and individuals with other members of the epilepsy community, strengthening relationships and building hopes, one phone call at a time.

The EEA also continues to run its fully volunteer-based individual counselling program, thanks to the generosity of Dr. Kim, who makes her Tuesdays available for phone calls to members in need.



WORKING TOGETHER IN 2020

A dedicated Board of Directors

The silent, constant and dedicated support and work of the EEA Board of Directors may go unnoticed. This special group of people not only donate hours of their time, in monthly meetings, to review the plans for the association, oversee its finances and provide direction on future endeavours. They truly share a passion for non-profit governance, work in the backstage to assure all proceeds as planned, and often rolls up their sleeves and lead special initiatives, modeling the type of commitment and inspiration that members witness each month, reading about it in the newsletter or through website updates.

Summer Memories, Halloween Haunted House and Online Raffles

While the community garden remained one of the few programs the EEA was able to conduct in a similar fashion to previous years, we set to offer new programs to stay connected with our members, including the Making Memories Together While Apart during August 2020, collecting photos and contributions from members about activities they engaged in over the summer period. And as the fall approached and pandemic restrictions tightened, we engaged in a phone-call program we called Members Connect, calling on all members to check in with them, say hello and ask how things were in their own family and friends' groups.

For Halloween we launched our first virtual Haunted House, inviting visitors to our office front yard to grab a QR code and search for famous people who lived or live with epilepsy. The search invited especially young contributors to participate in a draw and two winners brought home brand new backpacks, filled with goodies.

Finally, a summer online 50/50 raffle and our very first Wine-tree Fall raffle allowed us to bring in some needed funds to support our activities and programs, while the EEA tried out selling tickets online through dedicated platforms, to reach out to wider audiences in Alberta.

All these initiatives were made possible by countless hours of staff and volunteer work, attending to each project with care and dedication.

And while our celebration of the 60th anniversary of the association did not become a reality, we believe each individual initiative remains a living proof of the difference the Edmonton Epilepsy Association continues to make everyday, in support of those living with epilepsy and to build awareness and education about this life-changing brain disorder.

If you are an individual or a family who helped us out in any way during 2020, we express our sincerest gratitude for all you have done and hope to count on you for all the great work we have in the panning for 2021!



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

34

2021 KEY INITIATIVES

- 50/50 Online Raffle
- Awards
- Casino Fundraising
- Community Garden
- Community Kitchen
- Education Webinars
- Epilepsy Awareness and Education Innovation Project
- Epilepsy Information Booklets
- Face-covering Fundraising
- Family Online Conversations (FOCs)
- HOBSCOTCH
- Individual Counselling
- Individual support
- Kids on the Block Presentations
- Members' Pathways
- Mentoring
- Newsletter
- Oscar – A Novel
- Purple-Day Awareness Campaign
- Resource Library
- Scholarships
- Tablets for Connections
- Website
- Wine-tree Online Raffle



300,000 CANADIANS HAVE EPILEPSY AND ARE COMING OUT OF THE SHADOWS



**ANNUAL
REPORT
2020**

35

2020
Edmonton Epilepsy
Association
Annual Report

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