

The Center for Epilepsy and Seizure Education in British Columbia



2024 Annual General Meeting

Date: June 19, 2024 @ 5:30 p.m.

Location: Unit 107 - 32868 Ventura Avenue, Abbotsford BC

LAND ACKNOWLEDGEMENT

“We would like to acknowledge the traditional ancestral unceded shared territory of the Sumas First Nation and Matsqui First Nation. These two First Nations are part of the Stó:lō Nation. The Stó:lō people have lived in the Fraser Valley for 10,000 years. It is for this reason that we acknowledge the traditional territory in which we reside.”

BOARD OF DIRECTORS

Mission Statement:

ESEBC fosters resilience and hope in British Columbians affected by epilepsy and seizure by offering person-centered support, education, and resources.



President & Chair
George (Ted) Downey



Treasurer
Malvinder (Fred) Grewal



Secretary
Tom Allen



Director
Jagjeet (Jag) Sandhu

2024 AGM AGENDA

The Center for Epilepsy and Seizure Education in BC

June 19, 2024 @ 5:30 p.m.

1. Call to Order
2. Welcome and Territorial Acknowledgement
3. Confirm Quorum
4. Introduction
5. Adoption of Agenda
6. Approval of June 13, 2023 AGM Minutes
7. President Report
8. Treasurer Report
9. Executive Director Report
10. Client Support Report
11. Education & Awareness Report
12. Adoption of 2024 Special Resolutions
13. Election of Directors
14. Appointment of Accountant 2023
15. Questions from the Membership
16. Motion to Adjourn



JUNE 13, 2023 AGM MEETING MINUTES

The Center for Epilepsy and Seizure Education in BC

DATE JUNE 13, 2023

LOCATION: 102 - 32868 VENTURA AVE, ABBOTSFORD BC V2S 6J3

Attendance:

Board Members: In Person: President: Ted Downey; Treasurer: Malvinder (Fred) Grewal; Dr. Lakhbir Jassal Via Zoom: Elyssa Lockhart; Jag Sandhu

Staff: Interim Executive Director: Cathy Paterson, Program Manager: Rupinder Bhatti. Guests: Lorrie Forseth and Sean Murphy (via Zoom).

Members: Ranjit Bhatti, Bailey Murphy, Haylee O'Brien, Sharie Olsen; Flo Dohms; Gary Dohms, Rudy Chroust, and Tami Bullock.

Minutes:

1. Called to Order: 5:40 PM

2. Welcome and Territorial Acknowledgement: Ted Downey opened the meeting.

3. Confirm Quorum: Quorum declared.

4. Approval of Agenda: Motion to Approve Agenda. Moved by Fred Grewal, seconded by Haylee O'Brien. Motion carried.

5. Approval of Minutes: Motion to approved June 28, 2022 AGM minutes. Moved by Flo Dohm, seconded by Dr. Jassal. Motion carried.

6. President's Report:

Ted Downey read his President's Report. Ted noted that Judy Ross has decided to step off the Board however will continue to provide support as needed. Ted shared appreciation to Judy for all she has contributed to the organization as both a long-term staff member and Board member. In her absence this evening, a celebration will be held for her at a later date. Motion to approve the President's Report. Moved by Fred Grewal, seconded by Dr. Jassal. Carried.

JUNE 13, 2023 AGM MEETING MINUTES

7. Treasurer's Report:

Read by Fred Grewal, Treasurer. Motion to approve Financial Statements as presented in 2022 Annual Report. Moved by Flo Dohm, seconded by Ted Downey. No discussion ensued. Motion carried.

8. Appointment of Accountant: T.J. Holmgren, CPA Inc. was unanimously appointed to conduct next year's annual financial review. Motion to accept T.J. Holmgren as accountant for 2023. Moved by Fred Grewal, seconded by Ted Downey. Motion carried.

9. Operational Report:

Read by Interim Executive Director: Cathy Paterson.

10. Client Support and Education Report:

Read by Rupinder Bhatti.

11. Election of Directors:

Motion to re-elect the following Directors onto the Board: Ted Downey Fred Grewal Jag Sandhu Elyssa Lockhart Dr. Lakhbir Jassal Bailey Murphy moved to re-elect the above five Directors; seconded by Gary Dohm. Motion carried.

Nomination of New Directors: The following individuals were presented for nomination as Director's to the Board: Lorrie Forseth Tom Allen Haylee O'Brien moved to elect Tom Allen and Lorrie Forseth to the Board of Directors, seconded by Tami Bullock. Motion carried.

12. Questions from the Membership: There were no questions.

13. Adjournment: Gary Dohm moved to adjourn the meeting, seconded by Fred Grewal. Motion carried and meeting adjourned at 6:23pm.

PRESIDENT'S REPORT

Dear Members,

Welcome to the Annual General Meeting (AGM) for The Center for Epilepsy and Seizure Education in British Columbia for 2024. It's great to have you all here as we gather to review our progress and plan for the future.

This past year has brought its share of challenges and successes. Your support and dedication have been crucial in helping us navigate through it all. Today, we'll discuss our financial performance, ongoing projects, and future goals. We'll also be voting on some special resolutions that impact our bylaws, so your participation is key.

I want to extend a special welcome to our new members and those attending for the first time. Your fresh perspectives and enthusiasm are much appreciated, and we look forward to your contributions.

ESEBC is one of more than 31,000 non-profit organizations in British Columbia. Together, our entire non-profit sector provides health supports, childcare programs, food security, recreation, arts, housing, emergency response activities along with a host of other diverse services. None of us could do the work we do without resilient and dedicated staff and volunteers.

Our staff at ESEBC have shown themselves very resilient in the past year. In particular, I want to thank our Program Manager, Rupinder Bhatti, who wore many hats in 2023 and for 3 months, operated the Center in the absence of any other staff. Thank you, Rupinder, for stepping in at a challenging time and keeping things humming along.

Challenging times also provide opportunities, and our board was able to take advantage of several opportunities in 2023. First, we contracted with Vantage Point, BC's key provider of leadership services to non-profit organizations, to conduct an organizational review for us. Their recommendations led us to hire our interim ED, Cathy Paterson, who you met here last year.

Cathy supported our organization through November of last year to steer the hiring and onboarding of our new Executive Director. I want to thank Cathy for her work with ESEBC; for supporting the board as we took on a huge hiring project, for stabilizing the office staff, supporting Rupinder in her work and ultimately, helping us find our new Executive Director, Christine Petkau, who started with the Center in mid-September.

Christine brings career experience in both the private and public sectors and has worked in non-profit leadership for the past 10 years. Through her career she has participated on multiple boards and is bringing that experience to support our board as our organization grows.

PRESIDENT'S REPORT

At this time, I want to express my thanks to our Board of Directors for their generous gift of time in 2023 as we renewed our office and went through the hiring process. They certainly went above and beyond. Thank you to our Secretary, Tom Allen; Treasurer, Fred Grewal; Director, Jag Sandu; Director, Dr. Lakhbir Jassal; and Director, Elyssa Lockhart.

Recently, Dr. Jassal resigned from our board to move out of country with her new husband and Elyssa Lockhart also resigned due to time pressures with her law partnership. I want to thank them both for their service to this board. We will miss them both!

The board is moving carefully to round out our board using the board skills matrix created last year. We have recently invited Stephanie Daniels to join the board. Stephanie is a Registered Clinical Counsellor practicing in Maple Ridge. Her perspective and participation on our board will be welcome as we grow programs related to mental health. Welcome Stephanie!

Another opportunity our board was able to take advantage of in 2023 was a grant from the Community Prosperity Fund. This allowed us to renew our strategic plan, providing our staff with guidance and targets for the future and letting our funders know we're here for the long haul.

Again, this year, the Province of BC provided us with a Gaming Grant to support our annual operations. We are grateful for this foundational support. We also acknowledge and thank the many other donors, who, without their support, our society would not operate. These donors are mentioned in this report, and I invite you to take note of them.

In a world where many things are volatile, the history and work of our organization continue. It gives me great pleasure to say Happy 25th Anniversary to the Center for Epilepsy and Seizure Education in British Columbia! Our formal anniversary is in late July but we're together tonight so we'll celebrate a month early. We've supported many, many people during that time and I'm proud to have been here for most of those years.

We're glad you're with us today as well, the AGM is a wonderful chance to connect, share experiences, and strengthen our community. Thank you for being here and for your continued commitment.

Our renewed mission statement says what we're all about – ESEBC fosters resilience and hope in British Columbians affected by epilepsy and seizure by offering person-centered support, education, and resources.

Let's work together to keep moving our organization forward. Happy 25th Anniversary to us!

Best regards,

Ted Downey

George E. (Ted) Downey
President and Board Chair



TREASURER'S REPORT

The Center for Epilepsy and Seizure Education in British Columbia retained T.J. Holmgren, CPA Inc. to conduct a Compilation Engagement Review of the Society's financials for 2023. These are unaudited statements.

The Statement of Financial Position reports assets at the end of fiscal 2023 were \$198,475. This is \$4,289 greater than the prior fiscal.

Coming out of the pandemic we have had two financially challenging years. We closed the 2023 year with a net loss of -21,421. This follows a loss of -14,130 in 2022. 2023 losses can be attributed to increased overhead costs associated with rent and significant one-time professional fees during the year for interim management support.

For future years, a City of Abbotsford permissive tax exemption has been applied for which should help us in offsetting our rent increases.

The Society saw an increase in receipts attributed to a one-time grant from the Community Services Recovery Fund. This grant provided important funds towards our long-term, post-Covid, organizational sustainability efforts.

As we moved out of Covid and made changes to our donation platform, we saw an increase in donations. There were several donations over \$1,000 and there was also a large single donation of almost \$4,000. Our new donation platform will allow us to expand our smaller monthly donor base, an important area of expansion for long term sustainability.

With our leadership transition, new strategic plan, and changes to core systems, we are on track for greater financial sustainability in the years ahead.

Regards,

Fred Grewal

Fred Grewal
Board Treasurer



TREASURER'S REPORT

**THE CENTER FOR EPILEPSY &
SEIZURE EDUCATION IN BRITISH COLUMBIA**
FINANCIAL STATEMENTS
DECEMBER 31, 2023

**THE CENTER FOR EPILEPSY & SEIZURE
EDUCATION IN BRITISH COLUMBIA**
DECEMBER 31, 2023

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TREASURER'S REPORT

T.J. HOLMGREN, CPA INC.

CHARTERED PROFESSIONAL ACCOUNTANT

204 - 2180 Gladwin Road
Abbotsford, BC V2S 0H4

Telephone: (604) 853-5705
Fax: (604) 853-5736
Email: trevorholmgren.cpa@gmail.com

Compilation Engagement Report

To Management of The Center for Epilepsy & Seizure Education in British Columbia

On the basis of information provided by society's management, I have compiled the statement of financial position of The Center for Epilepsy & Seizure Education in British Columbia as at December 31, 2023 and the statements of operations, financial position and cash flows for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

I have performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires me to comply with relevant ethical requirements. My responsibility is to assist management in the preparation of the financial information.

I have not performed an audit or a review engagement, nor was I required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, I do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

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



T.J. Holmgren, CPA, Inc.
Chartered Professional Accountant

Abbotsford, BC
April 24, 2024

TREASURER'S REPORT

THE CENTER FOR EPILEPSY & SEIZURE EDUCATION IN BRITISH COLUMBIA

STATEMENT OF FINANCIAL POSITION DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
ASSETS		
CURRENT ASSETS		
Cash - General	\$ 9,611	\$ 3,301
Cash - Community Gaming Grant	161,043	150,134
Cash - Jaymie Lynn restricted fund (Note 2)	25,381	39,469
Prepaid	1,263	435
Due from government agencies	1,177	847
	\$ 198,475	\$ 194,186
LIABILITIES AND FUND EQUITY		
CURRENT LIABILITIES		
Accounts payable and accruals	\$ 2,757	\$ 2,500
Credit cards payable	635	282
Wages payable	1,133	-
Due to government agencies	5,384	5,129
Deferred income/revenue (Note 3)	213,185	189,472
	223,094	197,383
NET ASSETS		
Unrestricted - ending	(24,619)	(3,199)
	\$ 198,475	\$ 194,184

Approved on Behalf of the Directors:

The accompanying notes form an integral part of these financial statements.
T.J. Holmgren, CPA, Inc

TREASURER'S REPORT

THE CENTER FOR EPILEPSY & SEIZURE EDUCATION IN BRITISH COLUMBIA

STATEMENT OF OPERATIONS AND CHANGES IN NET ASSETS
YEAR ENDING DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
RECEIPTS		
Gaming grants	\$ 150,000	\$ 141,500
Other support grants	36,100	3,200
Licensed gaming events	90	3,395
Receipted donations	9,492	1,745
Non-receipted donations	51	10,736
Jaymie Lynn fund	14,058	20,700
Other and interest income	462	600
Merchandise	144	119
Membership fees	90	100
Fundraising	3,295	4,685
	<u>213,782</u>	<u>186,380</u>
DISBURSEMENTS		
Computer upgrades	1,798	122
Services to clients (Note a)	57,527	67,774
Education and awareness (Note b)	46,340	49,040
Affiliations and advancements	141	-
Unallocated overhead (Note c)	119,137	82,433
Fundraising costs	10,260	1,542
	<u>235,203</u>	<u>200,911</u>
(DEFICIENCY) EXCESS OF REVENUES OVER EXPENSES	<u>(21,421)</u>	<u>(14,131)</u>
NET ASSETS, beginning of year	<u>(3,198)</u>	<u>10,931</u>
NET ASSETS, end of year	<u>\$ (24,619)</u>	<u>\$ (3,200)</u>

*The accompanying notes form an integral part of these financial statements.
T.J. Holmgren, CPA, Inc*

TREASURER'S REPORT

THE CENTER FOR EPILEPSY & SEIZURE EDUCATION IN BRITISH COLUMBIA

STATEMENT OF CASH FLOWS
YEAR ENDING DECEMBER 31, 2023

	<u>2023</u>	<u>2022</u>
OPERATING ACTIVITIES:		
Surplus (deficit) for the year	\$ (21,421)	\$ (14,130)
CHANGES IN NON-CASH WORKING CAPITAL:		
- due from government agencies	(330)	(94)
- prepaid expenses	(828)	-
- accounts payable	256	-
- due to government agencies	255	603
- vacation payable	1,133	-
- credit cards payable	353	(1,677)
- deferred grant revenue	23,713	(12,035)
CHANGE IN CASH AND CASH EQUIVALENTS	3,131	(27,333)
CASH AND CASH EQUIVALENTS AT BEGINNING OF PERIOD	192,904	220,237
CASH AND CASH EQUIVALENTS AT END OF PERIOD	\$ 196,035	\$ 192,904
Cash and cash equivalents consist of the following:		
CASH - GENERAL	\$ 9,611	\$ 3,301
CASH - COMMUNITY GAMING GRANT	161,043	150,134
CASH - JAYMIE LYNN RESTRICTED FUND	25,381	39,469
	<u>\$ 196,035</u>	<u>\$ 192,904</u>

*The accompanying notes form an integral part of these financial statements.
T.J. Holmgren, CPA, Inc*

TREASURER'S REPORT

THE CENTER FOR EPILEPSY & SEIZURE EDUCATION IN BRITISH COLUMBIA

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDING DECEMBER 31, 2023

The Center for Epilepsy and Seizure Education British Columbia (The Center) provides support, education, and advocacy for those who are affected by epilepsy. The Centre is dedicated to creating and providing support, information, and education to the families and individuals who live with epilepsy throughout British Columbia. The Centre is incorporated under the Society's Act of British Columbia and is a Registered Charity under the Income Tax Act (Canada).

1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the financial information is on the historical cost basis, reflecting cash transactions with the addition of:

- prepaid expenses
- accounts payable and accrued liabilities
- deferred income

2. JAYMIE LYNN ROBERTSON RESTRICTED FUND

	<u>2023</u>	<u>2022</u>
Receipts	\$ -	\$ 1,000
Interest	436	169
EXPENSES		
Program costs	(12,024)	(16,493)
Surplus for the year (deficit)	(11,588)	(15,324)
 FUND SURPLUS, start of the year	 39,469	 58,834
Transfer to general	(2,500)	(4,041)
FUND SURPLUS, end of year	\$ 25,381	\$ 39,469

The Jaymie-Lynn Robertson Fund an externally restricted fund created to preserve the memory of an individual who passed away due to epilepsy. Donations collected each year are restricted to use only for costs related to children's programs and activities. Unused funds are deferred to the year they are used as agreed by contributors to the fund.

TREASURER'S REPORT

THE CENTER FOR EPILEPSY & SEIZURE EDUCATION IN BRITISH COLUMBIA

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDING DECEMBER 31, 2023

3. DEFERRED REVENUES

	BC Gaming Grant	Covid Recovery Grant	Jaymie Lynn Robertson Fund	2023	2022
Balance, January 1st	\$ 150,000	\$ -	\$ 39,472	\$ 189,472	\$ 201,503
Contributions received	150,000	72,300	436	222,736	151,169
Contributions recognized as revenues	(150,000)	(34,500)	(12,024)	(196,524)	(159,159)
Transfers to general	-	-	(2,500)	(2,500)	(4,041)
Balance, December 31st	\$ 150,000	\$ 37,800	\$ 25,384	\$ 213,184	\$ 189,472

4. TANGIBLE CAPITAL ASSETS

Major categories of capital assets consist of computer equipment, software and furniture, these assets are used in the everyday operations of the Society, are expensed in the year of purchase and are not included in the statement of financial position. During the year, no capital assets were purchased..

5. FINANCIAL STATEMENT AREAS

a. Service to clients

	2023	2022
Service to clients payroll	\$ 55,059	\$ 63,236
Support Group & other client services	-	237
Summer camp	2,360	3,200
Supplies	108	220
Database development and maintenance	-	881
Total services to clients	\$ 57,527	\$ 67,774

b. Education and awareness

	2023	2022
Awareness, events and volunteers	\$ 325	\$ 330
Travel within BC and delivery	482	41
Materials and supplies	-	151
Education and awareness payroll	43,533	45,518
Scholarships	2,000	3,000
Total	\$ 46,340	\$ 49,040

c. Unallocated overhead

TREASURER'S REPORT

THE CENTER FOR EPILEPSY & SEIZURE EDUCATION IN BRITISH COLUMBIA

NOTES TO THE FINANCIAL STATEMENTS
YEAR ENDING DECEMBER 31, 2023

5. FINANCIAL STATEMENT AREAS

c. *Unallocated overhead*

	2023	2022
COMPENSATION		
Salaries	\$ 45,742	\$ 43,183
Employee benefits	13,377	1,917
WCB costs	2,012	1,366
Unallocated compensation	61,131	46,466
OVERHEADS		
Rent	32,586	24,872
Occupancy - heat and light	2,333	2,632
Insurance	1,976	2,429
Legal and accounting	10,620	3,493
Dues and subscriptions	500	210
Telephone	1,946	1,541
Interest and bank charges	260	53
Office and other	3,062	660
AGM and other meetings	4,723	77
Unallocated office	58,006	35,967
Total unallocated overhead	\$ 119,137	\$ 82,433

These disbursements were allocated to the various programs carried on by the Center. The allocations were based on the relative use of resources, including labour and administration, as determined by management.

OPERATIONAL REPORT

I'm pleased to present the Operations Report as Epilepsy & Seizure Education BC's new Executive Director.

I started my new role with ESEBC in September and I want to thank the Board for the opportunity to serve the organization in this role. In particular, I'd like to thank Board Chair, Ted Downey, for his kindness and help as I've been learning the ropes.

My early days in the role were made smooth through the thoughtful onboarding of the Interim Executive Director, Cathy Paterson's work. Last summer Cathy said, "I'm going to be hiring new members of your team and you're not here yet. How do you feel about that?" And I said I thought that would be fine because I trusted Cathy to hire great people for the organization. And she absolutely did.

I'm so delighted to be working with long term staff - our Program Manager, Rupinder Bhatti, and also the people Cathy hired, our admin and social media coordinator, Hannah Pringle, and our bookkeeper, Kathy Cousins. Another member of our team last year was Bailey Murphy, who started as a volunteer with the Center and then moved into the p/t role of Education and Awareness Coordinator which she held until early this year when she went to a f/t role with another organization. It's a joy to work with this team and I'm grateful for their efforts and expertise, their care for clients, and their friendship, every day.

Despite staffing changes and some months with few staff, the organization's programs continued to thrive in 2023. As you'll see elsewhere in this report, students received bursaries, children went to camp, and a record number of people learned about epilepsy. A successful Purple Day was enjoyed by many people in Mill Lake Park, and we inaugurated the first of what will be our successful, annual online auction.

Most importantly, client needs were met both in one-to-one format and in group meetings where peers can interact with one another. This is a key reason why ESEBC exists, so I want to highlight that people call us every day for information and resources and very often, a listening ear. Those needs are being met and with support from new funders in BC, these programs are continuing to grow.

As Ted mentioned, we've recently completed a strategic plan that we will use to guide our organization for the next three years. The purpose of this plan is both to solidify a foundation for organizational sustainability and also to leverage our broad provincial presence to grow our organization. We've already begun work on several new initiatives for 2024.

The challenges of recent years have allowed us to reorganize and reevaluate our direction and we're well positioned for positive growth as we serve our clients in the coming years.

Happy 25th Anniversary to ESEBC!

Warm regards,

Christine Petkau

Christine Petkau
Executive Director



CLIENT SERVICES REPORT

Throughout 2023, we continued to provide essential support to individuals and families affected by epilepsy, extending assistance across 30 cities in BC, including Kelowna, Prince George, Shawnigan Lake, Trail, and many others. It was a year full of many changes but we persevered with the support of our board of directors and our interim director Cathy Paterson. We dedicated a total of 1120 Support Hours to serve 253 clients, a notable increase from the previous year's 1080 hours, reflecting our commitment to expanding our reach and impact. This translated to a significant rise in the number of clients supported, with 47 more individuals receiving our assistance compared to 2022.

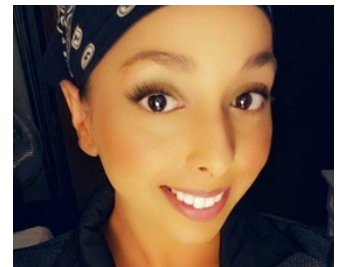
In addition to our core support services, our innovative programs saw remarkable growth and engagement. The 2023 Mandala Art Series, aimed at providing therapeutic and creative outlets for individuals with epilepsy, attracted 12 registered participants and engaged an impressive 860 participants on Facebook, totaling 872 participants overall. The series also saw a substantial increase in views on YouTube, with 1651 views compared to 707 views in 2022, highlighting its growing popularity and impact.

These accomplishments underscore our unwavering dedication to supporting individuals affected by epilepsy and our ongoing efforts to enhance our services to meet their evolving needs. As we look ahead, we remain committed to expanding our outreach, improving accessibility, and fostering a more inclusive and supportive environment for all those impacted by epilepsy.

Best Regards,

Rupinder K. Bhatti

Rupinder Bhatti
Program Manager



EDUCATION AND AWARENESS REPORT

In 2023, despite facing challenges due to management changes, our education and awareness efforts thrived as we continued to disseminate crucial information about epilepsy and seizures throughout British Columbia. Our commitment to reaching individuals across the province remained unwavering, and through a diverse range of presentations and engagements, we succeeded in spreading awareness and fostering understanding.

Throughout the year, our virtual presentations and engagements reached individuals in various cities across the province, showcasing the breadth of our impact. Despite the obstacles we encountered, including not having an education coordinator for six months, we persevered and even managed to expand our programs. The total of 1061 participants in our presentations underscores the significant reach of our efforts.

As we reflect on the year, we are proud of our resilience and dedication to our mission. Looking ahead to 2024, we are determined to build upon our successes and further grow our programs. By expanding our outreach and enhancing our educational materials, we aim to continue fostering greater understanding and support for those affected by epilepsy across British Columbia.



SPECIAL RESOLUTIONS - NAME CORRECTION

Special Resolution – Name Correction

THE CENTER FOR EPILEPSY & SEIZURE EDUCATION IN BRITISH COLUMBIA (ESEBC'S)

SPECIAL RESOLUTION FOR PRESENTATION AT THE ANNUAL GENERAL MEETING JUNE 19, 2024.

A 2/3 VOTE OF ELIGIBLE MEMBERS IN GOOD STANDING, PRESENT AT THE MEETING, IS NEEDED TO PASS THIS RESOLUTION.

WHEREAS:

A. The directors of The Center for Epilepsy & Seizure Education in British Columbia wish to amend the legal name of the Society to correct a spelling error. The legal name remains the same except for this correction becoming: The Centre For Epilepsy & Seizure Education in British Columbia. (See revision in the attached bylaws.)

BE IT RESOLVED AS A SPECIAL RESOLUTION OF THE SOCIETY that the following changes be made to the legal name of the Society: The word Center in the Society's name be changed to Centre to reflect Canadian spelling.

Note: The Bylaws of the Society, with suggested changes highlighted in yellow, are attached as Schedule "A" to this Special Resolution.



SPECIAL RESOLUTIONS - BYLAW CHANGES

Special Resolutions – Bylaw Changes

- A. Gender inclusive language
- B. Electronic notifications for all meetings
- C. Electronic participation for meetings
- D. Reduction in required quorum for general or special meetings of members

THE CENTER FOR EPILEPSY & SEIZURE EDUCATION IN BRITISH COLUMBIA (ESEBC'S)

SPECIAL RESOLUTION TO AMEND THE ESEBC BYLAWS FOR PRESENTATION AT ANNUAL
GENERAL MEETING JUNE 19, 2024

A 2/3 VOTE OF ELIGIBLE MEMBERS IN GOOD STANDING, PRESENT AT THE MEETING, IS NEEDED
TO PASS THIS RESOLUTION

WHEREAS:

- A. The directors of The Center for Epilepsy & Seizure Education in British Columbia wish to amend the bylaws of the Society to provide gender inclusive language. (See revisions in the attached bylaws.)

BE IT RESOLVED AS A SPECIAL RESOLUTION OF THE SOCIETY that the following changes be made to the bylaws of the Society: The word Chairman to be replaced with Chair, and references to 'he' throughout the document be replaced by 'he/she' OR 'they' as appropriate.

- B. The directors of The Center for Epilepsy & Seizure Education in British Columbia wish to amend the bylaws of the Society to include references to electronic notifications for all meetings. (See revisions in Part 2 – meetings and Part 5 – directors of the attached bylaws.)

BE IT RESOLVED AS A SPECIAL RESOLUTION OF THE SOCIETY that the following changes be made to the bylaws of the Society: where notification of meetings of members, directors, committees, or other meetings, is being provided, that notification options include via email.

SPECIAL RESOLUTIONS - BYLAW CHANGES

C. The directors of The Center for Epilepsy & Seizure Education in British Columbia wish to amend the bylaws of the Society to include references to electronic participation as well as in-person attendance, as an option for attending any meetings. (See revisions in Part 2 – meetings and Part 5 directors of the attached bylaws.)

BE IT RESOLVED AS A SPECIAL RESOLUTION OF THE SOCIETY that the following changes be made to the bylaws of the Society: where participation in meetings is being referenced, that it is noted that meetings can take place in whole or in part via electronic means.

D. The directors of The Center for Epilepsy & Seizure Education in British Columbia wish to amend the bylaws of the Society to reduce the number of members required to attend a general meeting to achieve quorum from the current 50% to 10%. This aligns more closely with the Society Act which is set at not less than three (3) members to achieve quorum. (See revision in the attached bylaws.)

BE IT RESOLVED AS A SPECIAL RESOLUTION OF THE SOCIETY that the following changes be made to the bylaws of the Society: A quorum for any General or Special meeting of members shall consist of not less than ten (10%) per cent of the total number of members in the Society, but in any case, never less than three (3) persons.

Note: The Bylaws of the Society, with suggested changes highlighted in yellow, are attached as Schedule “A” to this Special Resolution.

SPECIAL RESOLUTIONS - PROPOSED BYLAW CHANGES

SOCIETYACT **BYLAWS** **of** **THE CENTRE FOR EPILEPSY AND SEIZURE** **EDUCATION BRITISH COLUMBIA**

Part I - Membership

- 1.1 Membership of the Society shall consist of persons who subscribe to the objects and statements of belief of the Society.
- 1.2 All applications for membership shall be submitted to the Board of Directors and, upon approval by the Board, the applicant shall become a member.
- 1.3 A person shall cease to be a member of the Society:
 - (a) By delivering **their** resignation **via email, or** in writing to the Secretary of the Society or by mailing or delivering it to the address of the Society; or
 - (b) On **their** death or, in the case of a corporation, on dissolution; or
 - (c) On being expelled.
- 1.4
 - (a) A member may be expelled by a special resolution of members passed at a general meeting.
 - (b) The notice of special resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
 - (c) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the special resolution is put to a vote.
- 1.5 All members are in good standing except a member who has failed to pay **their** current annual membership fee or any other subscription or debt due and owing by **them** to the Society and **they are** not in good standing so long as the debt remains unpaid.

Part 2 - Meetings

- 2.1 The annual General Meeting of the Society shall be held in accordance with the *Society Act* each year at such place within the Province of British Columbia or as the Directors shall by resolution determine and fourteen (14) days' notice of such meeting shall be ~~written~~ **communicated** to all members by the Secretary **via email or written notification**.
- 2.2 The Board may decide, in its discretion, to hold any General Meeting in whole or in part by Electronic Means. When a General Meeting is to be conducted using Electronic Means, the Board must take reasonable steps to ensure that all participants are able to communicate and participate in the meeting adequately and, in particular, that remote participants are able to participate in a manner comparable to participants present in

SPECIAL RESOLUTIONS - PROPOSED BYLAW CHANGES

person, if any. Persons participating by Electronic Means are deemed to be present at the General Meeting.

Part 3 - Quorum

- 3.1 A quorum for any General or Special meeting of members shall consist of not less than ten (10%) per cent of the total number of members in the Society, but in any case never less than three (3) persons

Part 4 - Voting

- 4.1 Each member of the Society in good standing shall have one (1) vote at all meetings of the Society. There shall be no voting by proxy.

Part 5 - Board of Directors

- 5.1 The affairs of the Society shall be managed by a Board of not less than three (3) Directors, nor more than twelve (12), each of whom at the time of **their** election shall be a member of the Society. Each Director shall be elected to hold office until the first Annual Meeting after **they** shall have been elected until the successor shall have been duly elected and qualified. The whole Board shall be retired at each Annual Meeting but shall be eligible for re-election if otherwise qualified.
- 5.2 The Board of Directors shall meet when required. **The Board may determine, in its discretion, to hold any meeting or meetings of the Board in whole or in part by Electronic Means. When a meeting of the Board is conducted by Electronic Means, the Society must take reasonable steps to ensure that all participants are able to communicate and participate in the meeting. Directors participating by Electronic Means are deemed to be present at the board meeting.**

The Chair may, at any time, summon a meeting of the Board of Directors or the Chair shall, upon the written request of any two (2) Directors summon a meeting of the Board of Directors provided that in both instances forty-eight (48) hours' notice of such meeting shall be mailed, **emailed**, or orally communicated to all members of the Board by the **Chair** or the Secretary.

- 5.3 The quorum necessary for the transaction of the business of the Board of Directors shall be fifty (50) per cent of the Directors present in person **or via electronic means.**
- 5.4 Questions arising at a Meeting of the Board of Directors shall be decided by simple majority. In case of any equality of votes, the **Chair** shall have a second or casting vote. In order to reverse any previous policy decision or make any changes in accordance with Roberts Rules of Order a 2/3 majority shall be required.
- 5.5 The **Chair** shall call a Special General Meeting for the purpose of reviewing any motion of the Board of Directors upon the written request duly signed by any two (2) Directors of the Society provided that the **Chair** has received the said request within fourteen (14) days of the said motion being duly moved, seconded and carried by the said Board.
- 5.6 Vacancies on the Board of Directors, however caused, may, so long as the quorum of Directors remains in office, be filled by the Directors from among the qualified members of the Society, if they shall see fit to do so, otherwise such vacancy shall be filled in the next Annual Meeting of the members at which the Directors for the ensuing year are
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SPECIAL RESOLUTIONS - PROPOSED BYLAW CHANGES

elected, but if there is not a quorum of Directors, the remaining Directors shall forthwith call a meeting of the member to fill the vacancy.

Part 6 - Remuneration of Directors

- 6.1 No member of the Board of Directors shall receive any remuneration from the Society for services rendered as a member of the Board of Directors of the Society.

Part 7 - Continuation in Office

- 7.1 The members may, by a special resolution, remove a Director before the expiration of **their** term of office and may elect a successor to complete the term of office.
- 7.2 The Directors of the Society shall continue in office until **their** respective successors are duly elected, appointed, or otherwise designated in accordance with the Constitution and Bylaws.

Part 8 - Directors' Powers

- 8.1 The Directors of the Society may administer the affairs of the Society in all things and make or cause to be made for the Society in its name any kind of contract which the Society may lawfully enter into and, save as hereinafter provided, generally may exercise all such other powers and all such other acts and things that the Society is by its Constitution or otherwise authorized to exercise and do.
- 8.2 Without in any way derogating from the foregoing, the Directors are expressly empowered, from time to time, to purchase, lease or otherwise dispose of shares, stocks, rights, warrants, options and other securities, lands, buildings and/or other property, movable or immovable, real or personal, or any right or interest therein owned by the Society, for such consideration and upon such terms and conditions as they may deem advisable.
- 8.3 The Board of Directors may, from time to time, appoint or employ other persons as they deem necessary to carry out the objects of the Society and such persons shall have such authority and perform such duties as from time to time may be prescribed by the Board.

Part 9 - Borrowing Powers

- 9.1 The Board of Directors may, from time to time, borrow money in any manner and without limit to amount on the credit of the Society and in such amounts as they may think proper and cause to be executed mortgages and pledges of the real and personal property and rights of the Society and may cause to be signed bills, notes, contracts and other evidence of securities for money borrowed or to be borrowed, such monies to be borrowed from any person, firm, corporation or bank on such terms as the lender may be willing to advance the same; provided that any such borrowing shall not be raised without the sanction of a Special Resolution of the Society; provided further that Debentures shall not be issued without the sanction of a Special Resolution of the Society.

SPECIAL RESOLUTIONS - PROPOSED BYLAW CHANGES

Part 10 - Officers of the Society

- 10.1 There shall be a **Chair**, a Secretary, and a Treasurer or, in lieu of a Secretary and a Treasurer, a Secretary-Treasurer and such other Officers as the Board of Directors may determine from time to time.
- 10.2 The **Chair** and Secretary or Secretary-Treasurer shall be Directors of the Society.
- 10.3 The Treasurer, if this function is separate from that of Secretary, will be appointed by the Directors to that office, such appointment can be made at any Directors' meeting.
- 10.4 The Directors can remove any officer or employee appointed by them at any Directors' meeting.

Part 11 - Duties of the **Chair**

- 11.1 The **Chair** shall preside at all meetings of the Society and all meetings of the Directors.
- 11.2 The **Chair** is the chief executive officer of the Society and shall supervise the other officers in the execution of their duties.

Part 12 - Duties of the Secretary

- 12.1 The Secretary shall be the custodian of the Seal of the Society and of all books, papers, records, correspondence, contracts and other documents belonging to the Society which **the Secretary** shall deliver up only when authorized by a Resolution of the Board of Directors to do so and to such person or persons as may be named in the Resolutions, and **the Secretary** shall perform such other duties as may, from time to time, be determined by the Board of Directors.
- 12.2 The Secretary shall be ex-officio clerk of the Board of Directors. **The Secretary** should attend all meetings of the Board of Directors and record all facts and minutes and all proceedings in the books kept for that purpose. **The Secretary** shall give all notices required to be given to members and to Directors and **the Secretary** shall perform such other duties as may, from time to time, be determined by the Board of Directors.

Part 13 - Duties of the Treasurer

- 13.1 The Treasurer, or person performing the usual duties of a treasurer, shall keep full and accurate accounts of all receipts and disbursements of the Society in proper books of account and shall deposit all monies or other valuable effects in the name and to the credit of the Society in such bank or banks as may, from time to time, be designated by the Board of Directors. The Treasurer shall disburse the funds of the Society under the direction of the Board of Directors, taking proper vouchers therefor and shall render to the Board of Directors at the regular meetings thereof, or whenever required of him, an account of all his transactions as Treasurer and of the financial position of the Society. **The Treasurer** shall also

SPECIAL RESOLUTIONS - PROPOSED BYLAW CHANGES

perform such other duties as may, from time to time, be determined by the Board of Directors.

- 13.2 The Board of Directors may, from time to time, appoint an auditor or auditors to hold office for such period as the Directors may determine.

Part 14 - Books of Account

- 14.1 The Books of Account shall be kept at such place in the Province of British Columbia as the Directors think fit and shall at all times be open to inspection by the Directors.

Part 15 - Books and Records

- 15.1 The Directors shall see that all necessary books and records of the Society required by the Bylaws of the Society or by any applicable statute or law are regularly and properly kept.

Part 16 - Seal

- 16.1 The Secretary of the Society shall have the custody of the corporate seal of the Society which shall not be affixed to any instrument except by authority or resolution of the Board of Directors and in the presence of any two, either the **Chair** and Secretary or one (1) other Director.

Part 17 - Amendments

- 17.1 These Bylaws shall not be amended, altered or varied except by a three-quarter (3/4) vote of those present at a meeting of the Society and by a special resolution.

Part 18 - Fiscal Year

- 18.1 Unless otherwise ordered by the Board of Directors, the fiscal year of the Society shall terminate on the 31st day of December in each year.

Part 19 - Inspection of Books

- 19.1 The accounts and books of the Society shall be open to inspection by the members of the Society during the Annual Meeting and at such time as the Directors shall designate.

Article 20 - Provisions from the Society's Pre-Transition Constitution

- 20.1 The property of the Society is irrevocably dedicated to charitable purposes and upon liquidation, dissolution, winding-up or abandonment and after all financial liabilities have been paid in full (including the cost and expenses incurred in the liquidation, dissolution, winding-up or abandonment of the Society) and after the liquidation, dissolution, winding-up or abandonment has been finalized, the Board of Directors of the Society shall, within one (1) year of such date of liquidation, dissolution, winding-up or abandonment, distribute the assets of the Society to such charitable organization and/or

SPECIAL RESOLUTIONS - PROPOSED BYLAW CHANGES

charitable organizations (which are qualified within the meaning of the *Income Tax Act* of Canada) as determined by the Board of Directors of the Society, at their sole and absolute discretion. This provision was previously unalterable.

Dated: June 19, 2024

PROPOSED SLATE OF DIRECTORS



President & Chair
George (Ted) Downey



Treasurer
Malvinder (Fred) Grewal



Secretary
Tom Allen



Director
Jagjeet (Jag) Sandhu



Director
Stephanie Daniels

FUNDRAISING INITIATIVES 2023



Purple Day 2023

Raise your Bid, Raise Epilepsy Awareness

Presented by:

 THE CENTER FOR
EPILEPSY & SEIZURE EDUCATION
IN BRITISH COLUMBIA

Bid for Hope

Online Silent Auction

October 13 - October 29, 2023

Featuring items from:

WestJet | Air North | Summerland Resort Hotel
Pacific Coastal Airlines | Eclipse Nordic Spa | Cactus Club
FlyOver Canada | Abbotsford Canucks | FLUID SPA
Vancouver Symphony Orchestra | Sprouted Oven
And More!

Bid for Hope: Online Auction 2023

PROGRAM STATISTICS 2023

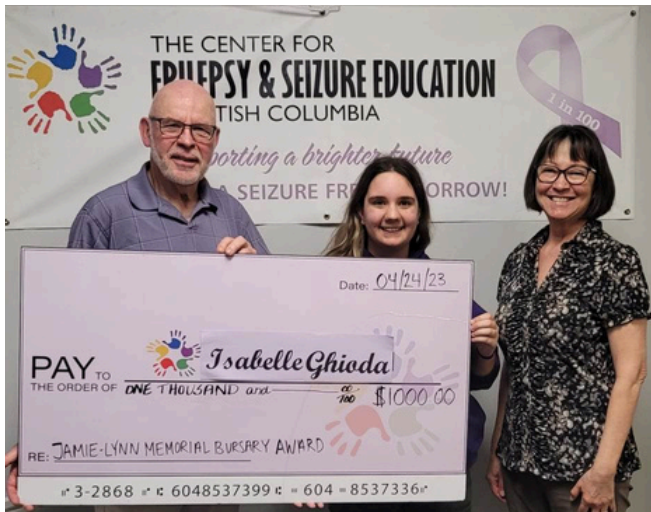
PROGRAM:	STATISTICS:
Client Support	<p>Support Hours: 2023: 1120 hours 2022: 1080 hours Increase: 1120 - 1080 = 40 hours</p> <p>Number of Clients: 2023: 253 clients 2022: 206 clients Increase: 253 - 206 = 47 clients</p> <p>2023 Mandala Art Series Registered Participants: 12 Facebook Participants: 860 Total: 872</p> <p>Mandala Art Series Views: 2023: 1651 views 2022: 707 views Increase: 1651 - 707 = 944 views</p> <p>Epilepsy Connect: 79 Participants (new program in 2023 - no stats from 2022)</p> <p>Serving: Chilliwack, Coquitlam, Surrey, Burnaby, Pitt Meadows, Abbotsford, Delta, Langley, Agassiz, Mission, Aldergrove, Duncan, Vernon, Armstrong, Parksville, Salt Spring Island, Kamloops, Penticton, Barriere, West Kelowna, Castlegar, Kelowna, Trail, Armstrong, Smithers, Fort St. John, Fraser Lake, Prince George, Cranbrook and Richmond</p>
Education & Awareness	<p>2022 Stats: Total Presentations: 21 Total Cities Reached: 13 (Osoyoos, Oliver, Surrey, Mission, Abbotsford, Vernon, Powell River, Cumberland, White Rock, Langley, Lake Country, Chilliwack, Burnaby) Total Participants: 733</p> <p>2023 Stats: Total Presentations: 29 Total Cities Reached: 16 (Surrey, Abbotsford, Maple Ridge, Mission, Langley, Port Coquitlam, Coquitlam, New Westminster, Richmond, Clearwater, Cranbrook, Peace River South, Vernon, Chilliwack, North Vancouver, Kamloops) Total Participants: 1061</p> <p>Improvement from 2022 to 2023: 38% increase in the total number of presentations. 23% increase in the total number of cities reached. 45% increase in the total number of participants. This shows significant growth and expansion in outreach efforts from 2022 to 2023, reaching more cities and engaging with a larger audience</p>

JAIYME-LYNN ROBERTSON MEMORIAL BURSARY PROGRAM 2023

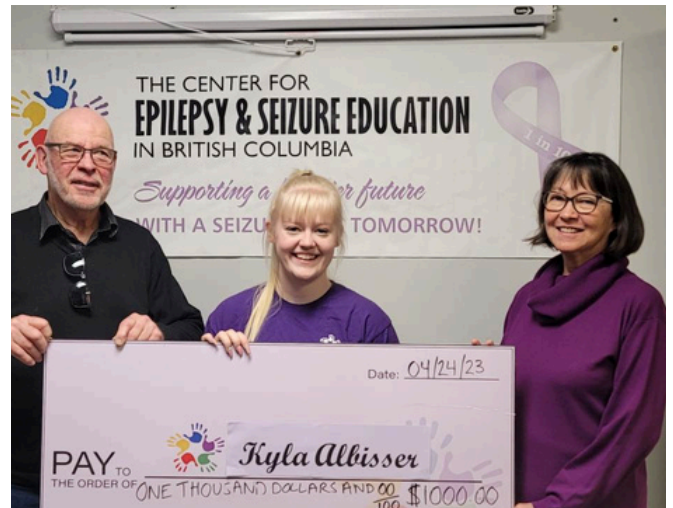


Thank you to Chad Robertson and Belinda McIsaac for their continued support of our programs in loving memory of their daughter, Jaymie-Lynn Robertson.

2023 Recipients:



Isabelle Ghioda



Kyla Albisser

Special thanks to The Boiler Inspection and Insurance Company for their continued philanthropy to help us support, raise awareness for and educate families affected by epilepsy in honor of Jaymie-Lynn.

DONORS AND GRANTS 2023 - WITH THANKS

We are very thankful for all the support we receive from our community. Your contributions are essential to our success and help us achieve our mission.

From last year, we want to extend a special thank you to our larger donors and funders whose exceptional generosity has made a significant impact. We are deeply grateful for their support.



We are proudly supported by the Government of British Columbia

Funded by the
Government of Canada's
Community Services Recovery Fund

Canada 



Our Other Distinguished Donors

The Boiler Inspection and Insurance Company

Kelly Hall

Pacific Coastal Airlines

Stephen Wilson

Westjet

Questions from the Membership?



THANK YOU FOR JOINING US



THE CENTER FOR
**EPILEPSY & SEIZURE
EDUCATION**
IN BRITISH COLUMBIA

2024 Annual General Meeting