


Edmonton Epilepsy Association
The Epilepsy Association of Northern Alberta



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FIFTY YEARS OF SERVICE 1960 - 2010

**NOTICE OF 2010 EEA ANNUAL GENERAL MEETING
and Volunteer Appreciation Dinner/Event**

- (1) This is to advise all EEA Members that the 2010 Annual General Meeting of the Association will be held on Thursday, *March 11th* in Rooms 113/115 of the *St. John Ambulance Building, 12304 – 118th Avenue*, Edmonton, commencing at *6:15 p.m.* The St. John's Ambulance Building is close to the #12, #3 and #132 bus. There is ample parking behind the building, which is off 123rd. Street.
- (2) *From 5:45 p.m. to the start of the A.G.M., there will be a buffet-style no-cost meal served for Members by Tim Horton's. Members are advised to arrive by 5:45 so that they have the opportunity to avail themselves of the meal.*
- (3) A Member's Annual Membership Fee must still be currently valid in order for that Member to vote at the AGM;
- (4) A Member who is not able to attend in person should complete the attached Instrument of Proxy and either deliver it, mail it or fax it to the EEA Office no later than two days prior to the AGM;
- (5) Any Member who plans to attend the AGM/ Volunteer Appreciation Dinner Event in person, and who requires transportation to/from the EEA Office to the Meeting location, will have such transportation provided at no expense to the Member;
- (6) The Agenda for the Meeting is attached. It will also be posted on the EEA website, and will be available at the AGM itself;

(Please Turn Over)

- (7) **Any Member in good standing over the age of 18 who meets the eligibility criteria (below) and wishes to stand for election to the Association's Board of Directors may do so as follows: A written nomination with the signature of two supporters (who are current EEA Members in good standing), and the written consent of the Nominee, must be filed with the Secretary of the Association, c/o the EEA Office, at least fourteen (14) days prior to the Annual General Meeting. (Interested individuals may contact the Executive Director for assistance with the logistics of this process, if desired);**
- (8) **Other items of Business at the AGM will include Approval of the Minutes of the March 12th, 2009 AGM, Approval of the Report to Members on 2009 Activities, Membership Acceptance of the Audited 2009 Financial Statements and Appointment of Auditors for the 2010 Fiscal Year;**
- (9) **After the Business of the AGM has been concluded, the Association will recognize its valued volunteers with tangible keepsakes.**

Eligibility Requirements to be a Member of the Board

Essential Requirements:

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

Desirable Requirements:

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

AGENDA

2010 Edmonton Epilepsy Association Annual General Meeting

Thursday March 11th, 2010
St. John's Ambulance Building
Rooms 113/115, 12304-118 Ave Edmonton

(Immediately preceding the Meeting, and starting at 5:45 p.m., there will be a No-Cost supper meal for Members, sponsored by Tim Horton's.)

1. Call to order at 6:15 p.m.;
2. Review of Minutes of March 12th, 2009 A.G.M.; (Section 1)
3. Business Arising;
4. Review of Report to Members on 2009 Activities; (Section 2)
5. Review of Audited 2009 EEA Fiscal Year Financial Statements; (Section 3)
6. Appointment of Auditors for 2010 Fiscal Year;
7. Election of Directors; (Section 4)
8. New business;
9. Adjournment

Immediately following, there will an entertaining Volunteer Recognition Event.

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

If you will not be able to attend the March 11th meeting in person, we would respectfully request that you complete and sign the following Proxy form and either deliver or mail it to the EEA office at 11007-124 Street NW, Edmonton, AB T5M 0J5, or fax it to 780-447-5486.

Thank you for your cooperation.

Instrument of Proxy
Edmonton Epilepsy Association

I hereby appoint **Wendy Sauve** or failing her then **Ann Gillie** as my proxy to vote for and on my behalf at the **ANNUAL GENERAL MEETING** of the members of the Edmonton Epilepsy Association to be held on March 11th, 2010 (or such other date that it may be adjourned to), in respect to all matters which may come before the meeting.

Dated the _____ day of _____, 2010

Name- please print

Signature

Witness