

EPILEPSY CARE GROUP

Annual Report
2021



**I AM STRONG
ENOUGH TO WIN THE
BATTLE WITHIN ME**



Epilepsy Care Group
(Singapore)

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CORPORATE INFORMATION

Established in October 1993, Epilepsy Care Group (Singapore) (ECG) is a social service agency that addresses the needs and concerns of people with epilepsy, their families and those in the community directly affected by the condition.

ECG is registered under the Societies Act, Chapter 311 on 12 December 1995 and Charities Act, Chapter 37 on 2 October 1996 and is domiciled in the Republic of Singapore. ECG is an approved Institution of a Public Character (IPC) from 9 August 2020 to 8 August 2022.

ECG has a Constitution as its governing instrument.

ECG is governed by the Executive Council, which is a governing body responsible in providing strategic direction and oversight of its programmes and objectives and steering it towards fulfilling its vision and mission through good governance. Reporting to the Executive Council are Sub-Committees that look into specific areas.

ECG is also headed by an Executive Director who was appointed to position since 1 June 2000.



Dr CHOONG Chew Thye
President



Diana KOH Hwee Hoon
Vice President



Sherman GOH Keng Hwee
Honorary Secretary



ANG Wei Jie
Assistant Secretary



TAN Zheng Yuan
Honorary Treasurer



LEE Soon Chua
Assistant Treasurer



GOI Ming Ying
Welfare Officer

Registered Office

3779 Jalan Bukit Merah #02-03
Bukit Merah Community Hub
Singapore 159462
Tel: (65) 6358 0566
Email: ecgs93@singnet.com.sg
Website: www.epilepsycare.org

Solicitor

Mr Anand Nalachandran, Senior Director
Forte Law LLC
25 North Bridge Road
#01-02, EFG Bank Building
Singapore 179104
Tel: (65) 6505 0210 Fax: (65) 6505 0219
Email: anand@fortelaw.com
Website: www.fortelaw.com

Auditor

Tan, Chan & Partners
Certified Public Accountants
26 Eng Hoon Street
Singapore 169776
Tel: (65) 65337393 Fax: (65) 65336831
Website: www.tanchan-cpa.com

Principal Banker

United Overseas Bank Limited
1 Park Road #01-01/02
People's Park Complex
Singapore 059108
Tel: (65) 6535 3444 Fax: (65) 6535 0956

Affiliates

International Bureau for Epilepsy (IBE)
Office 0208
Nesta Business Centre
4-5 Burton Hall Road
Sandyford
Dublin D18 A094
Ireland
Tel: (353) 86 891 4046
Email: annlittle@ibe-epilepsy.org
Website: www.ibe-epilepsy.org
(ECG is an IBE Member since February 1998)

National Council of Social Service

170 Ghim Moh Road #01-02
Singapore 279621
Tel: (65) 6210 2500 Fax: (65) 6468 1012
Website: www.ncss.org.sg
(ECG is a NCSS Member since 1 May 2014)

CORPORATE INFORMATION

COUNCIL MEMBERS



Calvin KOH Chin Khoon



Dr TEOH Jian Hung



CHAN Wen Ting



Hayden TAN Huiwen



CHEONG Jie Hui

BOARD OF CONSULTANTS

Dr LIM Kim Whee
Dr Adrian WANG
Dr Vijayan LOGANATHAN

EXECUTIVE DIRECTOR/ EPILEPSY COUNSELOR

Sherman GOH Keng Hwee

DIARY OF EVENTS

In light of the Government's move to raise the DORSCON (Disease Outbreak Response System Condition) alert level to orange in response to Covid-19 on 7 February 2020, ECG put on hold all activities such as dragon boating, EnAble, outings and large gatherings to reduce human-to-human interactions.

Subsequently, the Government enforced a stringent set of preventive measures collectively called the "circuit breaker" from 7 April 2020 to 1 June 2020. Though the doors to many of the stores in Singapore remained closed, ECG did its best to keep certain services running, such as virtual and phone counselling and the circulation of additional issues of Epilepsy Link to reach out to the members of the epilepsy community.





MESSAGE FROM THE PRESIDENT

Dear Members, Friends and Supporters

Watching out and caring for each other; staying safe and positive

I wish to thank everyone for your wonderful understanding and support the past year. 2020/2021 was a period of great uncertainties and upheavals as we battled the Covid-19 pandemic. Since January 2020, when Singapore reported its first case of Covid-19 infection, the situation has escalated rapidly. Our lives were disrupted as we joined the rest of the world to combat the pandemic. Your significant support and contributions have enabled ECG to continue with its support for persons with epilepsy. ECG scaled back some activities as we reinvented ourselves to comply with hygiene, safe distancing measures, mask wearing, vaccination, etc.

Conferences and meetings were rescheduled or conducted virtually. On 13 June 2021, it was wonderful that several ECG members were able to attend virtually the Epilepsy & Society Symposium at the 13th Asian and Oceanian Epilepsy Congress. Several interesting topics were discussed during the symposium including Living with epilepsy in the Asian Oceanian region, Epilepsy and the Covid-19 pandemic, Driving and epilepsy, Art & epilepsy. One of our members, Chris Ang Wei Jie was a Golden Light awardee. I take this opportunity to congratulate him on this prestigious award, and for sharing his personal story.

A much needed boost during the pandemic period was the opening of ECG's new centre/headquarters on 26 September 2020. A 120 sq metre office space, the new centre is located on the second level of the Bukit Merah Community Hub, and has been nicely renovated to include gymnastic facilities, a thrift shop, a library, counselling and meeting rooms. We are grateful to the Ministry of Social and Family Development for awarding us the office space.

The burden of epilepsy is wide-ranging. WHO figures cite 50 million persons with epilepsy worldwide. It is also well established that epilepsy can affect 1 in 26 persons in their lifetime. It is imperative that we all work together. We all play an important role: ECG, Government and Society - in raising epilepsy awareness, counselling and support as well as in advocacy work. I strongly encourage all of us to continue supporting the fight against epilepsy. Speak up and speak out on epilepsy, and help to dispel the myths and misunderstanding.

The members of the executive council and the board of consultants have been working very hard and ingeniously on epilepsy support initiatives. My grateful thanks to the council as well as to members, supporters, friends, our legal advisor, donors, and the Ministry of Health.

While we anticipate challenging times ahead, I'm confident that with your continued collaboration, ECG is in a good position and committed to provide support for persons with epilepsy. Meanwhile, stay safe, watch out and care for each other.

'You must be the change you want to see in the world.' ~ Mahatma Gandhi

DR CHOONG CHEW THYE

President

MESSAGE FROM THE VICE-PRESIDENT



Dear Members and Friends

Discomfort enables growth

We are on uncharted waters, as said by many for this year and the previous year. Time seems to come to a standstill. It is so unprecedented that much as we kept falling on past precedents to cope, there was none comparable. The future is still unknown. We saw the roller-coaster rise and drop in infections. Vaccinations once deemed to hold a promise to put an end to it was blighted by various types of variants, and air travel bubbles were blown and deflated. We are daily engulfed by the news of viruses. The world came to a halt and slowdown. The prolonged strain has engulfed us and much as many are putting up brave fronts, one is brought to recognize our human limitations and accept its long haul stay as we fight to adapt.

The impact of the pandemic on people with epilepsy (PwE) is profound. As with other medical conditions, it forces us out of our comfort zone to change: coping within smaller means following the loss of jobs, coping with isolation from lockdown, dealing with exacerbated tension in families with existing problems, dealing with the anxiety of 'Stay Home Notice' and the fear of contracting the virus, etc. Some studies reported poorer disease management on their own as there is none of their usual family/social circle to check in with.

Used to be previously buffered by external social activities, families of alleged prolonged abuse who used to forbear each other become vulnerable, broke down and sought secondary change to their living through asking for help. Decreased motivation in self-care sets a stage for self-neglect and depression. Isolated patients' worsened condition went unnoticed by family and friends. Some catch up in technology for new modes in communication, some do not and are left behind, feeling even more isolated.

On the other hand, some see the pandemic as opportunities of addressing the root problem and seeking alternative healthier living. The alleged victims of the perpetrator summoned new strength to tackle the root problem, the impoverished plucked the courage to approach agencies for help, the PwE who saw their health deteriorated from missed medications learnt self-reliance on self-management of disease. Those who are IT-phobic, take pain to learn it in order to communicate. ECG took to alternative ways to reach out to members and their families through phones, and adapt to using technology like zoom for meetings, provide information relating to care in the pandemic and in the bulletins, etc. Within safe management measures, ECG carried out activities like the Enable support group, dragon boating activities, home visits, etc. It was heartening to see members and families relishing the return of the Enable support group and value the support of each other and the centre. Even in the gloom, we never fail to strive and thrive – and we congratulate ECG's assistant secretary, Ang Wei Jie for being awarded the International Bureau for Epilepsy Golden Light Award at this year's 13th Asian & Oceanian Epilepsy Congress in June.

We look forward to a full recovery and the opening of the economy and till then, take care and keep safe!

Best wishes and warmest regards

A handwritten signature in blue ink, appearing to read 'Diana'.

DIANA KOH HWEE HOON

Vice-President



MESSAGE FROM THE EXECUTIVE DIRECTOR

A psychiatrist wrote an article in the Straits Times on how one could possibly deal with a loss of faith and the will to live. He mentioned a youth who came from a very religious family. But he had depression, and the pull between ending his life and holding on because of his belief caused him great duress.

It can be helpful to know one is not alone when one is questioning the faith we have been raised with certain beliefs, at the greatest hour of challenge. It is important to know that people occasionally question their faith. Like most people in the course of the hard knocks in life, I too have a changing relationship with faith. My dear mother, who was such a good woman, suffered so much during her last six months while she was here. She lived a full and happy life, and passed on peacefully surrounded by the family. And although expected, her death set off a tsunami of feelings and emotions as I dealt with the loss of my second connection to another person. It was not easy fighting the psychological skeleton in my emotional closet.

There was a great need to make sense of the purpose in all these. But all too often, there is just no satisfying answer. We are deprived of the explanatory catharsis we need so desperately. How often have I allowed the hardness of heart when I approached my religion. We human beings have become so accustomed to self-reliance that we do not find it easy to believe that faith the size of a mustard seed can change the whole world.

Often the problems, tragedies, and unfairness of life force us to examine, change and grow. When we face up to life with all its insecurities and ambiguities, we develop insight on how to deal with them. It is possible to restructure our beliefs. Some people have never accepted the concept of a Supreme Being or force. We cannot answer a hurting person's "Why?" or dissolve his pain. People need to know that no matter how one is feeling at any given time, there is always someone out there who feels as they do.

Regardless of one's personal beliefs about God, whether one needs to hold on for support, opt to reject religion, doubt the existence of God, or believe human beings have only finite objective existence; we need to ask ourselves, how I am going to transcend this particular problem through mature behaviour and a higher mode of action. There are no simple solutions to problems, only reasonable answers and choices. There are no guarantees, but only opportunities for growth.

The late John Henry Newman, an English theologian, poet and cardinal once said, "Fear not that life shall come to an end, but rather fear that it shall not have had a beginning," Since a hurting person is in pain, he would probably view his events as an ending. As time goes on he may be blessed with the understanding that everything can offer a beginning.

Stay safe, stay healthy, stay positive and take good care of each other. We are in this together.

Thanks and blessings be to all of you, and more,

A handwritten signature in black ink, consisting of stylized, overlapping letters that appear to be 'S', 'G', and 'H'.

SHERMAN S. GOH KENG HWE

Executive Director/Epilepsy Counsellor

25TH ANNUAL GENERAL MEETING

Minutes of the 25th Annual General Meeting held at Epilepsy Care Group (Singapore), 2 Kallang Avenue #08-08 CT Hub Singapore 339407 and Virtual Jitsi Meeting on Saturday, 12 September 2020.

Present:

Members' Strength as at date of AGM	-	142
Ordinary / Life Members required to form a quorum	-	30
No. of Ordinary / Life Members present	-	17

Members present:

Mr Ang Wei Jie	Dr Leong Wei Shin - (Virtual)
Mr Chan Wen Ting	Mdm Sharon Li Fui Ling
Mdm Josephine Chan Yoke Lan	Dr Lim Kim Whee
Mr Cheong Jie Hui - (Virtual)	Mdm Mok Wai Pun
Dr Choong Chew Thye	Mr Hayden Tan Hui Wen
Mr Goh Keng Hwee	Mr Tan Jun Long - (Virtual)
Ms Goi Ming Ying	Mr Edward Tan Sen Liet
Mr Calvin Koh Chin Khoo	Dr Harry Teoh Jian Hung - (Virtual)
Ms Diana Koh Hwee Hoon	

1.0 Commencement

1.1 The meeting was called to order at 1515 hrs after a quorum has been formed. The meeting was chaired by the incumbent president, Dr Choong Chew Thye.

2.0 Outgoing President's address

2.1 The outgoing president, Dr Choong Chew Thye presented her appreciation to the executive committee members, members, and volunteers for their continued support.

2.2 Dr Choong shared that this is the first time that ECG has conducted its AGM in a hybrid model. She further addressed the challenges posed by the ongoing COVID-19 pandemic and the measures that ECG has adopted to ensure the safety of its staff, members, and volunteers.

2.3 Dr Choong also updated that this would be the last AGM held at ECG's current premise at 2 Kallang Avenue #08-08 CT Hub. She shared that ECG will be relocating to its new premise at 3779 Jalan Bukit Merah #02-03 Bukit Merah Community Hub on 26 September 2020.

2.4 The new centre is served by excellent transport facilities within the heartland, enabling people with epilepsy easy access to services. ECG could also network with the various social service agencies sharing the same building.

25TH ANNUAL GENERAL MEETING

- 2.5 Dr Choong also shared that ECG has received some funding support which will enable us to strengthen our programmes and service delivery, and strengthen ECG to serve people with epilepsy.
- 2.6 Dr Choong appealed for continued support from its members and friends both in terms of volunteer's participation and fundraising.

3.0 Passing of minutes of last AGM

- 3.1 Mr Calvin Koh proposed to pass the minutes of the 24th Annual General Meeting held on 3 August 2019. Dr Lim Kim Whee seconded the motion. The minutes of the 24th Annual General Meeting was thus passed with no amendments.

4.0 Adoption of the Honorary Secretary's Report

- 4.1 The Honorary Secretary, Mr Goh Keng Hwee, presented his report for the work year 2019/2020.
 - 4.1.1 Mr Goh shared that the outgoing council had declared no conflict of interest.
 - 4.1.2 Mr Goh shared with regret the passing of two of ECG's international friends, Dr Vinod Saxena (India) and Mr Anthony Mulenga Zimba (Africa).

4.2 Subcommittee Reports

4.2.1 Dragon Boat Subcommittee

Captain of the dragon boat subcommittee, Mr Cheong Jie Hui reported that due to the COVID-19 pandemic, dragon boat activities have been limited for the year. He looked forward for the water sports to be resumed.

4.2.2 Editorial Subcommittee

- (i) Editor of the editorial subcommittee, Mr Goh Keng Hwee presented the work of his subcommittee and stated that the cost of the annual report this year was \$14 per copy. He expressed his appreciation to Mr Terrance Ang and Mr Chan Wen Ting for their support in helping with the creation of the annual report.
- (ii) Mr Goh also shared that ECG continues to create its bimonthly newsletter, Epilepsy Link, for circulation among the members. The editorial subcommittee had produced seven issues during its term, and invited members to contribute to the Foreword.

25TH ANNUAL GENERAL MEETING

4.2.3 Human Resource Subcommittee

Chairperson of the human resource subcommittee, Dr Choong Chew Thye, reported no staff movement. She expressed gratitude to Mr Goh Keng Hwee as the only paid staff of ECG. Dr Choong expressed hope that ECG will be looking to explore on hiring interns in the coming months to help with Mr Goh's workload.

4.2.4 Membership Development Sub-Committee

Chairman of the membership development subcommittee, Dr Lim Kim Whee, reported on the update of membership status.

4.2.5 Training & Education Sub-Committee

- (i) Chairperson of the training and education subcommittee, Ms Diana Koh reported that ECG continues to provide the EnAble sessions to members.
- (ii) Ms Koh also reported that ECG organized two talks by renowned international speakers during the year. She expressed her appreciation to A/Prof Ding Ding from the Institute of Neurology, Fudan University Huashan Hospital for her talk on "The Challenges of Ensuring Individualized Patient Care for People with Epilepsy" held on 3 August 2019, and Ms Carol D'souza, a psychologist for her talk on "Epilepsy: Everyday Challenges" held on 5 October 2019.
- (iii) Ms Diana Koh also reported on three letters that Mr Goh Keng Hwee had written and was published in The Straits Times Forum page.

4.2.6 Volunteers, Welfare, and Social Integration Sub-Committee

Welfare officer, Mr Chan Wen Ting updated on the activities organised by ECG over the past year.

- 4.3 Mr Edward Tan Sen Liet proposed to adopt the Honorary Secretary's Report and Mdm Mok Wai Pun seconded the motion. The Honorary Secretary's Report was thus adopted without any amendments.

5.0 Adoption of the Audited Financial Statements

- 5.1 The Assistant Treasurer, Mr David Tan Zheng Yuan, presented the audited financial statements for the year ended 31 March 2020.
- 5.2 It was resolved that the audited financial statements for the period 1 April 2019 to 31 March 2020 be adopted as proposed by Dr Lim Kim Whee and seconded by Ms Sharon Li Fui Ling. The Audited Financial Statements was thus adopted without any amendments.

25TH ANNUAL GENERAL MEETING

6.0 Election of the 26th Executive Council for the year 2020/2021

6.1 The Election Officer, Dr Lim Kim Whee, conducted the election of the 26th Executive Council and received the following nominations:

6.2

<i>President:</i>	Dr Choong Chew Thye
<i>Vice-President:</i>	Ms Diana Koh Hwee Hoon
<i>Honorary Secretary:</i>	Mr Goh Keng Hwee
<i>Asst Secretary:</i>	Mr Ang Wei Jie
<i>Honorary Treasurer:</i>	Mr Tan Zheng Yuan
<i>Asst Treasurer:</i>	Mr Lee Soon Chua
<i>Welfare Officer:</i>	Ms Goi Ming Ying
<i>Council Members:</i>	
	Mr Koh Chin Khoon
	Mr Chan Wen Ting
	Dr Teoh Jian Hung
	Mr Cheong Jie Hui
	Mr Hayden Tan Hui Wen

6.3 As there was no contest for any of the positions, the Election Officer announced to the general meeting the elected members who would form the 26th Executive Council.

<i>President:</i>	Dr Choong Chew Thye
<i>Vice-President:</i>	Ms Diana Koh Hwee Hoon
<i>Honorary Secretary:</i>	Mr Goh Keng Hwee
<i>Asst Secretary:</i>	Mr Ang Wei Jie
<i>Honorary Treasurer:</i>	Mr Tan Zheng Yuan
<i>Asst Treasurer:</i>	Mr Lee Soon Chua
<i>Welfare Officer:</i>	Ms Goi Ming Ying
<i>Council Members:</i>	
	Mr Calvin Koh Chin Khoon
	Mr Chan Wen Ting
	Dr Harry Teoh Jian Hung
	Mr Cheong Jie Hui
	Mr Hayden Tan Hui Wen

25TH ANNUAL GENERAL MEETING

7.0 Appointment of Auditor

- 7.1 Mr David Tan explained to the general meeting that due to ECG's IPC status, there is a requirement for a change of auditors every five years.
- 7.2 He sought approval from the general meeting to empower the 26th Executive Council to appoint an auditor for ECG.
- 7.3 As there was no objection, the 26th Executive Council was empowered to appoint an auditor for Epilepsy Care Group (Singapore) for the period up to the conclusion of the next Annual General Meeting of the Group and the incoming Executive Council was authorized to fix the remuneration of the auditor.

8.0 Any Other Business

- 8.1 Mr Calvin Koh updated that ECG's annual flag day, scheduled on 28 November 2020, would be held in a virtual format upon advice from NCSS. He further shared that ECG has selected a date in September for its next Flag Day in 2021, pending the outcome of the NCSS ballot exercise.
- 8.2 Ms Diana Koh updated that the 13th AOEC conference has been postponed to 10-13 June 2021 due to COVID-19. The location of the meeting will still be in Fukuoka, Japan.
- 8.3 The general meeting was informed that there was no written motion received under Article 27 of The Constitution of Epilepsy Care Group (Singapore). As such, the Annual General Meeting was called to a close at 1630 hrs.
- 8.4 A note of thanks was accorded to all present.

Recorded by:



Ang Wei Jie
Assistant Secretary

Confirmed by:



Goh Keng Hwee
Honorary Secretary

Dear Members and Friends

Hope all is well with you and your loved ones!

As we pen this, Singapore had just announced a “return to Phase 2” to curb the spread of COVID-19 amid a rise in the number of community cases. There may even be a high chance of us facing the nightmarish outcome of a second Circuit Breaker – the equivalent of a lockdown. Once again, a tighter restriction will be in place, with social gatherings capped at five persons per group and workplace capacity reduced to 50 percent. Gyms will also be closed. It seems like our usual routines upended by the coronavirus in 2020 will never end. ECG had barely started on its EnAble support group meetings and dragon boating activities, and now we have to rethink on how we could work around such restrictions.

Disruption from routines is something that people with epilepsy are all too familiar with. A seizure causes unnecessary disruption and inconveniences. As such, people with epilepsy should be better equipped mentally to face any disruptions.

All of us work around our own individual ways to find stability in our lives. As the adage goes: make-it-or-break-it. The fragility of our structures is always a cause for fear.

SECRETARIES' REPORT

ECG is struggling in this challenging time. Our funds have plummeted considerably from our kitty. Many of our stalwart members, dedicated volunteers, and caring friends are working very hard to hold up the epilepsy community by their generosity, time, effort and support. As such we want to say a BIG thank you. ECG could not have run the race alone, but with your continued support we hope to reach the finishing line, basking in the glory of a well-deserved medal.

There is still always more good news to report than bad. We do not hear about all the nice things that happened today in the world, but they still happen nonetheless.

We hope to see all of you soon, and we know we can continue to count on you!

Stay safe and stay healthy everyone!

Till we meet again the next time round.....

THE 26TH EXECUTIVE COUNCIL

Executive Council members are elected at the annual general meeting. There is a term limit of one year for all including both the Honorary Treasurer and the Assistant Treasurer. All office-bearers may be re-elected to the same or related post for a consecutive term of office. Epilepsy Care Group (Singapore) held its 25th Annual General Meeting on 12 September 2020. The following members were elected into office:

PRESIDENT

Dr Choong Chew Thye

ASSISTANT SECRETARY

Ang Wei Jie

WELFARE OFFICER

Goi Ming Ying

VICE PRESIDENT

Diana Koh Hwee Hoon

HONORARY TREASURER

Tan Zheng Yuan

COUNCIL MEMBERS

Chan Wen Ting

Cheong Jie Hui

Calvin Koh Chin Khoo

Hayden Tan Hui Wen

Dr Teoh Jian Hung

HONORARY SECRETARY

Goh Keng Hwee

ASSISTANT TREASURER

Lee Soon Chua

SECRETARIES' REPORT

CONDUCT OF AFFAIRS

The Executive Council conducts its affairs as set out in The Constitution of Epilepsy Care Group (ECG) (Singapore) and the Group's Financial Manual.

The Executive Council provides guidance to the Executive Director in overseeing the smooth day-to-day operations of ECG. The Executive Council also provides consultative, networking and resource support to ensure smooth service delivery, compliance with all relevant laws and regulations and sustainability of ECG.

DECLARATION OF CONFLICT OF INTEREST

Executive Council members avoid any position of conflict of interest in any transaction, project or matter relating to the Group and would make full and frank disclosure of any such potential conflict of interest to the Council immediately.

If a Council member has any interest (directly or indirectly) in any transaction, project or matter relating to the Group to be discussed at any meeting, the Council member would:

- (i) disclose the nature of his interest before the discussion or vote on the matter, and
- (ii) withdraw from the meeting. The remaining Council shall then decide on this matter.

We confirm that each member of the Council and the Board of Consultants is not in a position where his personal interests may conflict with his role as a member of the Council or the Board of Consultants.

We also confirm that the paid executive management of ECG does not comprise more than one-third of the Executive Council nor chair its meeting. All Executive Council members (with the exception of the Honorary Secretary, who is also the Executive Director) are independent and do not receive any remuneration for the services to the Group.

CODE OF GOVERNANCE – GOVERNANCE EVALUATION CHECKLIST

(1 April 2020 – 31 March 2021): Intermediate Tier

Code guideline	Code ID	Response
BOARD GOVERNANCE		
Induction and orientation are provided to incoming governing board members upon joining the Board.	1.1.2	Complied
Are there governing board members holding staff appointments?		Yes
Staff does not chair the Board and does not comprise more than one third of the Board.	1.1.3	Complied
There are written job descriptions for the staff's executive functions and operational duties, which are distinct from the staff's Board role.	1.1.5	Complied

SECRETARIES' REPORT

Code guideline	Code ID	Response
The Treasurer of the charity (or any person holding an equivalent position in the charity, e.g., Finance Committee Chairman or a governing board member responsible for overseeing the finances of the charity) can only serve a maximum of 4 consecutive years. If the charity has not appointed any governing board member to oversee its finances, it will be presumed that the Chairman oversees the finances of the charity.	1.1.7	Complied
All governing board members must submit themselves for re-nomination and re-appointment, at least once every 3 years.	1.1.8	Complied
There are documented terms of references for the Board and each of its committees.	1.2.1	Complied
CONFLICT OF INTEREST		
There are documented procedures for governing board members and staff to declare actual or potential conflicts of interest to the Board at the earliest opportunity.	2.1	Complied
There are documented terms of references for the Board and each of its committees.	2.4	Complied
STRATEGIC PLANNING		
The Board periodically reviews and approves the strategic plan for the charity to ensure that the charity's activities are in line with the charity's objectives.	3.2.2	Complied
HUMAN RESOURCE AND VOLUNTEER MANAGEMENT		
The Board approves documented human resource policies for staff.	5.1	Complied
There is a documented Code of Conduct for governing board members, staff and volunteers (where applicable) which is approved by the Board.	5.3	Complied
There are processes for regular supervision, appraisal, and professional development of staff.	5.5	Complied
FINANCIAL MANAGEMENT AND INTERNAL CONTROLS		
There is a documented policy to seek the Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of the charity's core charitable programmes.	6.1.1	Complied
The Board ensures that internal controls for financial matters in key areas are in place with documented procedures.	6.1.2	Complied
The Board ensures that reviews on the charity's internal controls, processes, key programmes, and events are regularly conducted.	6.1.3	Complied
The Board ensures that there is a process to identify, and regularly monitor and review the charity's key risks.	6.1.4	Complied
The Board approves an annual budget for the charity's plans and regularly monitors the charity's expenditure.	6.2.1	Complied
Does the charity invest its reserves (e.g., in fixed deposits)?		No
FUNDRAISING PRACTICES		
Did the charity receive cash donations (solicited or unsolicited) during the financial year?		Yes
All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	7.2.2	Complied
Did the charity receive donations in kind during the financial year?		No

SECRETARIES' REPORT

Code guideline	Code ID	Response
DISCLOSURE AND TRANSPARENCY		
The charity discloses in its annual report – (a) the number of Board meetings in the financial year; and (b) the attendance of every governing board member at those meetings.	8.2	Complied
Are governing board members remunerated for their services to the Board?		No
Does the charity employ paid staff?		Yes
No staff is involved in setting his own remuneration.	2.2	Complied
The charity discloses in its annual report – (a) the total remuneration for each of its 3 highest paid staff who each has received remuneration (including remuneration received from the charity's subsidiaries) exceeding \$100,000 during the financial year; and (b) whether any of the 3 highest paid staff also serves as a governing board member of the charity. The information relating to the remuneration of the staff must be presented in bands of \$100,000. OR The charity discloses that none of its paid staff receives more than \$100,000 each in annual remuneration.	8.4	Complied

SUB-COMMITTEES

To assist the Executive Council in the execution of its duties, the Executive Council has delegated specific functions to various sub-committees. During the first Executive Council Meeting held on 31 October 2020, the following members were designated the following responsibilities:

Chair, Board of Consultants – Dr Lim Kim Whee

Chair, Dragon Boat Subcommittee – Cheong Jie Hui

Chair, Editorial Subcommittee – Goh Keng Hwee

Chair, Fundraising Subcommittee – Calvin Koh Chin Khoo

Chair, Human Resource Subcommittee – Dr Choong Chew Thye

Chair, Membership Development Subcommittee – Dr Lim Kim Whee

Chair, Training & Education Subcommittee – Diana Koh Hwee Hoon

Chair, Welfare & Social Integration Subcommittee – Goi Ming Ying

Chair, Information & Technology Subcommittee – Chan Wen Ting

Special Projects:

ECG Centre – Dr Choong Chew Thye

Congresses – Diana Koh Hwee Hoon

ECG BOARD OF CONSULTANTS

The Executive Council would like to express their gratitude to the following who were invited to serve as Honorary Consultants in their areas of specialization:

NEUROLOGY

Dr Lim Kim Whee

PSYCHIATRY

Dr Adrian Wang Chee Cheng

DENTISTRY

Dr Vijayan Loganathan

LEGAL

Anand Nalachandran

SECRETARIES' REPORT

EXECUTIVE COUNCIL MEETINGS

The 26th Executive Council held 4 meetings during its tenure and more than half of its members must be present for proceedings to be valid. Besides briefing at meetings and email circulars, Executive Council members are encouraged to attend training programmes when necessary, to keep apprised of relevant new laws, regulations and changes in the charity landscape.

Name/ Position	Designation/ Company	Date of Last Appointment as EC Member	EC member Since	Attendance at EC Meetings	Reasons for serving 10 years or more
Choong Chew Thye (Dr) <i>President</i>	Senior Consultant Paediatric Neurologist/ KK Women's & Children's Hospital	12.9.2020	1998	4/4	Provides institutional knowledge and experience which contribute to organisation's stability and continuity
Koh Hwee Hoon Diana <i>Vice President</i>	Senior Principal Medical Social Worker/ National University Hospital	12.9.2020	2005	4/4	Provides institutional knowledge and experience which contribute to organisation's stability and continuity
Goh Keng Hwee* <i>Honorary Secretary</i>	Executive Director/ Epilepsy Care Group	12.9.2020	1996 <i>Council Member, 2010</i>	4/4	One of ECG's co-founding members and is instrumental to the Exco with his experience and insights in advancing ECG's mission
Ang Wei Jie <i>Assistant Secretary</i>	Financial Advisor/ NTUC Income	12.9.2020	2015 <i>Council Member, 2015 to 2019</i>	4/4	NA
Tan Zheng Yuan <i>Honorary Treasurer</i>	Accounts Manager/ Fondaquip P L	12.9.2020	2013	4/4	NA

SECRETARIES' REPORT

Name/ Position	Designation/ Company	Date of Last Appointment as EC Member	EC member Since	Attendance at EC Meetings	Reasons for serving 10 years or more
Lee Soon Chua <i>Assistant Treasurer</i>	Chartered Accountant/ Hoon Tai Meng & Co	12.9.2020	2009	1/4	The maximum term limit of Exco members holding the Honorary Treasurer and the Assistant Treasurer is a year. All office- bearers may be re- elected to the same or related post for a consecutive term of office.
Goi Ming Ying <i>Welfare Officer</i>	IT Consultant/ Government Technology Agency of Singapore	12.9.2020	2016 <i>Council Member, 2016 to 2019</i>	2/4	NA
Koh Chin Khoon Calvin <i>Council Member</i>	Senior Technical Officer/ SCHOTT Singapore Pte Ltd	12.9.2020	2004	4/4	NA
Chan Wen Ting <i>Council Member</i>	System Analyst/ Singapore Exchange Ltd	12.9.2020	2012 <i>Welfare Officer, 2012 to 2019</i>	1/4	NA
Teoh Jian Hung (Dr) <i>Council Member</i>	House Officer/ Singapore General Hospital	12.9.2020	2019	3/4	NA
Cheong Jie Hui <i>Council Member</i>	Software Engineer/ G Element P L	12.9.2020	2019	2/4	NA
Tan Hui Wen Hayden <i>Council Member</i>	Sales & Business Development Manager/The Software Practice Pte Ltd	12.9.2020	2020	3/4	NA

*Board member holding staff appointment

SECRETARIES' REPORT

STRENGTHENING DONOR ENGAGEMENT

Mr Goh Keng Hwee and Mr Calvin Koh attended a webinar on “Strengthening Donor Engagement” on 25 November 2020 conducted by The Office of the Commissioner of Charities in partnership with the Singapore University of Social Sciences. The webinar shared case studies on the use of performance management methods to strengthen donor engagement in charities and non-profit organisations.

FUTURE FORWARD: CONTINUING THE WORK OF YOUR CHARITY

Mr Goh Keng Hwee, Mr David Tan, and Mr Calvin Koh attended a webinar on “Future Forward: Continuing the Work of Your Charity” on 20 January 2021.

RELOCATION

ECG bade farewell to its third premises at 2 Kallang Avenue CT Hub and moved to its brand new premises at 3779 Jalan Bukit Merah #02-03 Bukit Merah Community Hub Singapore 159462 on 26 Sep 2020. It was weeks of hard work coordinating the movers, packing and unpacking, cleaning up, and finally setting up the new office. A BIG thank you to all who have helped out in this operation!

MINISTRY OF HEALTH COMPLIANCE AUDIT

ECG was selected by the Ministry of Health to undergo a compliance audit from 9-10 November 2020. The areas looked into concerned the use of donations, issuance of tax deduction receipts, duty to donors, maintenance of donation and accounting records, fundraising appeals and expenses under the Charities (Institutions of a Public Character) Regulations. The audit was conducted by Assurance Partners LLP.

THE SG CARES GIVING WEEK

ECG was selected as an official beneficiary of the SG Cares Giving Week Fund 2020. The SG Cares Giving Week Fund recognised the challenges of many small charities in Singapore that had been impacted by the drop in donations to their causes as well as the lack of fundraising avenues. The campaign went live from 1-31 December 2020.

PRESIDENT’S CHALLENGE 2021

ECG has been selected to be one of the beneficiaries supported by President’s Challenge 2021.

IN MEMORIAM

It was with deep sadness that ECG announced the passing of Mr Jason Wu Seng Keng , the beloved father of Mr Wu Han Wen (Life Member) on 18 February 2021.

SECRETARIES' REPORT

CONCLUSION

Lastly, Wei Jie and I would like to express our heartfelt appreciation to the Board of Consultants and our fellow members of the 26th Executive Council for contributing considerable time and effort during this challenging time, without which all the programmes and projects during our term would not have been possible. Our thanks also go out to the President's Office, the Ministry of Health, the Ministry of Social & Family Development, the National Council of Social Service, the National Volunteer and Philanthropy Centre, all our sponsors and donors for their continuous support.



GOH KENG HWEE
Honorary Secretary



ANG WEI JIE
Assistant Secretary

SUB-COMMITTEE'S REPORT



DRAGONBOAT SUBCOMMITTEE

Captain : Cheong Jie Hui
SDBA Liaison Officer : Diana Koh
Coach : James Teo

It was back to the waters after a hiatus for our very excited members of the ECG dragon boat team on 27 February 2021. The situation was dissimilar as before in view of Covid-19 restrictions. Members, however, thoroughly enjoyed the camaraderie and adrenaline pump under the hot sun. Subsequently, the team trained on the last Saturday of the month, when possible.

EDITORIAL SUBCOMMITTEE

Editor : Goh Keng Hwee
Sub-editors : Chan Wen Ting, Hayden Tan
Concept/Artwork : Lim Wei Xiang

In the financial year 2020 to 2021, the editorial subcommittee produced a total of seven newsletters and the annual report.

FUNDRAISING SUBCOMMITTEE

Chair : Calvin Koh Chin Khoon
Vice-Chair : Tan Zheng Yuan
Member : Lee Soon Chua

ECG's 18th Flag Day was held from 16 November to 31 December 2020 by going digital, in view of the covid-19 pandemic. We appreciate all the support and help rendered in this fundraising project. Special thanks to all our donors and Giving.Sg. We look forward to greater support again on 25 September 2021.

The total amount collected was \$14,518.

INFORMATION TECHNOLOGY SUBCOMMITTEE

Chair : Chan Wen Ting
Vice-Chair : Hayden Tan
Members : Goi Ming Ying, Cheong Jie Hui, Kristi Ellie Jauw Shian Huei, Lim Wei Xiang

The covid-19 pandemic had affected many of ECG's plans, and our fundraising efforts had felt the impact. As such, the IT subcommittee led by Chan Wen Ting assisted the fundraising subcommittee in going digital by coming on board Giving.Sg, and other creative fundraising methods.

The IT subcommittee also set up a hybrid virtual-physical AGM on 12 September 2020. It also helped to subscribe to a Zoom account. ECG has also been approved by TechSoup as a verified account, which gives ECG further access to discounted software, such as Zoom. In addition, the subcommittee also enlisted two SMU student-volunteers to help in the digitalisation of ECG.

HUMAN RESOURCE SUBCOMMITTEE

Chair : Dr Choong Chew Thye
Vice-Chair : Dr Lim Kim Whee
Member : Diana Koh

The human resource subcommittee reported that in the financial year as of 31 March 2021, ECG has only one paid staff.

SUB-COMMITTEE'S REPORT

MEMBERSHIP DEVELOPMENT SUBCOMMITTEE

Chair : Dr Lim Kim Whee
Vice-Chair : Dr Choong Chew Thye
Members : Diana Koh, Goh Keng Hwee

In the year under review, there were 145 members as of 31 May 2021. Adults with epilepsy make up for the majority of the members. Other members include their caregivers and volunteers.

A breakdown of the membership into categories as of 31 May 2021 is as follows:

Life Membership	-	94
Ordinary membership	-	51
Total	-	145



TRAINING & EDUCATION (CONGRESSES) **SUBCOMMITTEE**

Chair : Diana Koh
Vice-Chair : Dr Harry Teoh, Hayden Tan
IBE Representative : Sherman Goh

EnAble

EnAble is an on-going support group held on the last Thursday of each month. It provides an atmosphere where members meet to share their experiences and learn from one another on how to care for people with epilepsy. It also provides them with an opportunity to render emotional and moral support to each other.

Publication

Print – Newspaper

HAVE GUIDELINES TO TREAT ALL EMPLOYEES FAIRLY is an advocacy letter written to The Straits Times (ST) by Mr Goh Keng Hwee in response to workplace discrimination and how best to settle disputes amicably. It was published in the [ST Forum](#) on 12 November 2020.

To mark International Epilepsy Day on 8 February 2021, Mr Goh Keng Hwee wrote a letter to The Straits Times (ST) asking for appropriate legislation to guarantee the rights of people with epilepsy so that they can be empowered to maximise their quality of life. EPILEPSY – HAVE LAWS TO GUARANTEE RIGHTS OF THOSE AFFECTED was published in the [ST Forum](#) on 8 February 2021.

Mr Goh Keng Hwee also wrote a letter, EPILEPSY – HOW TO HELP WHEN SOMEONE HAS A SEIZURE to The Straits Times (ST) in response to an incident of a person having a seizure in a public area. This was published in the [ST Forum](#) on 4 March 2021.

SUB-COMMITTEE'S REPORT

13TH Asian & Oceanian Epilepsy Congress (Japan)

Members of ECG participated in the IBE Epilepsy and Society Virtual Symposium as part of the 13th Asian & Oceanian Epilepsy Congress (supposedly to be held in Japan) on 13 June 2021. Mr Sherman Goh was one of the speakers for the congress.

ECG would also like to congratulate Mr Chris Ang Wei Jie for being presented with the IBE Golden Light Awards in recognition of young people affected by epilepsy. The all-day programme provided participants with valuable insights into the many issues related to epilepsy in the Asian Oceanian region, as well as an opportunity for people with epilepsy and their caregivers to take part in interactive discussions with the speakers. It was indeed a very busy and fruitful congress!

WELFARE & SOCIAL INTEGRATION SUBCOMMITTEE

Chair : Goi Ming Ying

Vice-Chair : Ang Wei Jie

Wellness Groceries Pack

The welfare and social Integration subcommittee prepared some wellness groceries pack for ECG members to strengthen the community in this challenging time.

Home visit

The welfare and social integration subcommittee visited the home of one of our members on 27 March 2021, to lend support during their time of bereavement and taught the family some financial management.

SPECIAL PROJECT (ECG Wellness Centre) SUBCOMMITTEE

Chair : Dr Choong Chew Thye

Vice-Chair : Diana Koh

Members : Goh Keng Hwee
Calvin Koh Chin Khoo
David Tan

Architect : Conrad Chung

Renovation to the new ECG centre commenced on 5 August 2020 and was completed on 25 September 2020. ECG moved in on 26 September 2020. A final handover meeting was held on 9 October 2020. ECG would like to express its heartfelt appreciation to Mr Conrad Chung for taking up this architectural component to the renovation pro-bono.

MEET IBE'S GOLDEN LIGHT AWARD WINNER FOR SINGAPORE

ANG WEI JIE



Ang Wei Jie is a young man with epilepsy who is an extremely dedicated volunteer supporting the cause of Epilepsy Care Group (Singapore) (ECG) through his active participation in its executive council, activities such as dragon boating, and as an outreach representative for ECG in the International Bureau for Epilepsy (IBE) Youth Team.

He holds a degree in Marketing and works as a financial adviser with an insurance firm. This provides him with the opportunity to meet people with pre-existing medical conditions and assist them in making better decisions when dealing with their finances. In addition, it allows him to speak with parents to let them know that it is important to ensure that their children are protected before they have any medical conditions.

DONORS HONOUR ROLL

(AS AT 31 MARCH 2021)

ECG would like to extend our gratitude to all donors for their generous giving and support. While we have taken great care to ensure accuracy of the list, we seek your kind understanding for any inadvertent omission on our part.

\$15,000 plus

The Shaw Foundation Pte

\$14,000 plus

President's Challenge 2021
(1st Tranche)

\$10,000 plus

Ms Chua Sok Peng

\$8,000 plus

Lee Foundation

\$4,000 plus

Ranko Security & Engineering Pte Ltd

\$3,000 plus

Prof Michael Chee Wei Liang
Tan Chin Tuan Foundation

\$2,000 plus

The Late June Lim Qing Wen

\$1,000 plus

Mr Allan Howe An Loon

\$900 plus

Mr Neo Kok Peng
Mr Parteek Tehri
Ranger Investigation & Security Services Pte Ltd

\$600 plus

Ms Diana Koh Hwee Hoon
Dr Lim Kim Whee
Mr Shum Sze Yeung
Anonymous

\$500 plus

Dr Ho King Hee
Mr Danny Lim Teck Chai
Mr Tan Hong Beng
Miss Tan Hong Neo

\$400 plus

Mr Chan Wen Ting
Mr Anand Nalachandran
Mr Jimmy Tan
Ms Mary Yeo

\$300 plus

Mr Chiu Guo Chyuan
Mr Goh Keng Hwee
Mr Liao Eng Wee
Mr Shen Yun Feng
Ms Wong Ann Gnee

\$200 plus

Ms Hazel Goh Su-Yee
Ms Goi Ming Ying
Mdm Koh Gek Choo
Mr Alex Lin Huang Qing
Ms Adalia Ong Yee Zhen
Mr Ong Yeow Chon
Mr Pandian Ravindran
Mr Sim Puay Kik
Ms Janice Su Yong Fen
Mrs Jacqueline Tan Kim Hoie

\$100 plus

Mr Achin Chawla
Mr Eddy Heng Teng Kuan
Mdm Pamela Ho Chiew Mei
Ms Sylvana Ingrid Jusof Hanafi
Mr Leong Wai Kit
Dr Leong Wei Shin
Ms Leow Su Mei

Ms Lim Huey Yuae
Dr Mervyn Lim Jun Rui
Mr Lim Beo Peng
Miss Doreen Lye
Ms Doris Phua Tsae Ling
Mr Tan Hui Meng
Mr Tan Pek Ann
Mr Tan Wei Nan
Mr Teo Wee Liang
Ms Teo Wei Ling
Dr Harry Teoh Jian Hung
Mr Thia Zhang Wei
Mr Raymond Wong Ching Chiew
Mr Yao Qijun
Asiatic Engineering Pte Ltd

70 plus

Mr Edmund Neo Chun Wah

60 plus

Mr William Behr
Mdm Chew Pheng Pheng
Mr Kwok Lih
Mr Lim Kim Sa
Ms Lim Mei Ling
Mr Lim Tow Chiau
Mr Lin Wei Bin
Mr Rony Narpatisuta Hendropriyono
Ms Ng Jia Wei
Ms Ng Sock Wei
Mr Edwin Tensingh Bella Samuel
Jigme Harrisoni
Mr Saravanamari Karthikeyan
Ms Toh Ai Beng

\$50 plus

Mr Ambalavanan
Mr Gho Wie Min
Mdm Koh Lay Choo

Mr Mok Yek Khuan
Ms Nor Ain Binte Hamid
Mr Poh Boon Keong
Ms Sumana Sumathi Prasad

ECG Virtual Flag Day - Nov/Dec 2020

Mr Chan Wen Ting
Prof Michael Chee Wei Liang
Mr Chiu Guo Chyuan
Mr Gho Wie Min
Mr Goh Keng Hwee
Ms Hazel Goh Su-Yee
Ms Goi Ming Ying
Mr Eddy Heng Teng Kwan
Mdm Pamela Ho Chiew Mei
Dr Ho King Hee
Mdm Koh Gek Choo
Ms Diana Koh Hwee Hoon
Mdm Koh Lay Choo
Mr Lim Kim Sa
Dr Lim Kim Whee
Mr Alex Lin Huang Qing
Mr Lin Wei Bin
Mr Low Juyong
Ms Doreen Lye
Mr Anand Nalachandran
Mr Edmund Neo Chun Wah
Mr Neo Kok Peng
Ms Ng Xin Mei
Ms Adalia Ong Yee Zhen
Mr Tan Hui Meng
Mrs Jacqueline Tan Kim Hoie
Mr Tan Pek Ann
Mr David Tan Zheng Yuan
Mdm Tay Yang Leng
Mr Parteek Tehri
Dr Harry Teoh Jian Hung
Mr Thia Zhang Wei
Ms Wong Ann Gnee
The Shaw Foundation Pte

.....and numerous other generous donors who prefer to remain anonymous

Note: In compliance with Regulation 8(1) (c) of the Charities (Institutions of a Public Character) Regulations 2007 on Duty to Donors, consent has been sought from the above donors to be acknowledged for their monetary contributions.

MISSION STATEMENT

We seek to promote awareness, concerning epilepsy and to provide epilepsy related education and counselling to persons with epilepsy, their family members and to the public.

PHILOSOPHY

Persons with epilepsy should be treated as a group of persons who have an illness but who, for the most part can lead normal, productive and fulfilling lives. They should be able to say 'I have epilepsy' without being rejected or discriminated against.

OBJECTIVES

- To educate persons with epilepsy, their caregivers and the public about epilepsy.
- To provide opportunities and activities for meaningful social integration for persons with epilepsy and their caregivers.
- To advance the cause and interests of persons with epilepsy in Singapore.
- To provide social and emotional support for persons with epilepsy.



Epilepsy Care Group
(Singapore)