



Cultivating hope through  
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38021 Third Avenue,  
PO Box 2052  
Squamish, BC, V8B 0B4

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## **NOTICE OF ANNUAL GENERAL MEETING**

Thursday, September 25, 2024 4:30pm-6:00pm  
Virtually via Zoom

### **Registration:**

Formal proceedings begin at 4:30pm. To vote, you must be a member in good standing and with membership fees paid up to date. You may arrange to pay your annual membership fee by contacting Sylvie Slaninova at 604-892-5748.

### **Enclosed with this notice please find the following**

1. Agenda of Annual General meeting (AGM)
2. Minutes from the 2023 Annual General Meeting
3. List of all motions to be voted on at the AGM and supporting documents
4. Audited Financial Statements
5. AGM Guidelines & Procedures
6. Membership application form

### **Please note:**

We will be holding elections for representation on the PearlSpace Support Services Society Board of Directors at the Annual General Meeting. Pursuant to the two-year staggered terms outlined in the Societies By-laws, there will be 3 of 10 board seats available, with 4 current directors standing for re-election.



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## 2023 ANNUAL GENERAL MEETING AGENDA

Wednesday, September 25, 2024

Formal Proceedings: 4:30 pm

Chairperson: Elanor Bushfield, PearlSpace Board Chair

1. **Welcome to the Squamish Nation Traditional Territory**  
Ha7lh en skwalwn Kwis tl'iknumut tl'a Skwxwuu7mesh Uxwumixw
2. **Approval of agenda**  
*Motion: To accept the agenda as presented.*
3. **Approval of the AGM Minutes 2022**  
*Motion: To adopt the minutes of the 2022 Annual General Meeting.*
4. **Reports**
  - a) President's Report – Elanor Bushfield
  - b) Executive Director Report – Ashley Oakes
  - c) Community Program Director – Shana Murray
  - d) Community Program Manager, Whistler/Pemberton – Eliza McCullough
  - e) Pearl's Value & Vintage Report – Kate Harvey
  - f) Pearl's Place Transition House Report – Shana Murray
5. **Auditor's Report for 2023-2024 Fiscal Year – Tony Horn**  
*Motion: To accept the 2023-2024 Auditor's Report as presented.*
6. **Appointment of Auditor for 2024-2025**  
*Motion: To appoint Loewen & Kruse as the auditors for the 2024-2025 fiscal year.*
7. **New Business**
  - a) Motion to elect the Board members of PearlSpace to the vacant Board Positions
  - b) Other business
8. **Employee & Volunteer Length of Service Awards**
9. **Board Recognition**
10. **Adjournment**



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## **2023 ANNUAL GENERAL MEETING AGENDA**

**Wednesday, September 27, 2023**

**Formal Proceedings: 4:30 pm**

**Chairperson: Elanor Bushfield, HSWC Board Chair**

### **Call to Order: 4:31pm**

- 1. Welcome to the Squamish Nation Traditional Territory**  
Ha7lh en skwalwn Kwis tl'iknumut tl'a Skwxwuu7mesh Uxwumixw
- 2. Motion to accept the agenda as presented**  
*Motioned: Elanor Bushfield*  
*Seconded: Phillip Scott*  
*Opposed: Nil*
- 3. Motion to adopt the minutes of the 2022 Annual General Meeting**  
**Motioned: Elanor Bushfield**  
**Seconded: Ashley Oakes**  
**Opposed: Nil**
- 4. Reports Presented by:**
  - a) President's Report - Elanor Bushfield
  - b) Executive Director Report - Ashley Oakes
  - c) Community Program Director - Shana Murray
  - d) Community Program Manager, Whistler/Pemberton - Lucy Appleby
  - e) Pearl's Value & Vintage Report - Kate Harvey
  - f) Pearl's Place Transition House Report - Deanna Enders
- 5. Motion to accept the Auditors Report as presented**  
**Motion: Elanor Bushfield**  
**Seconded: Laura Darch**  
**Opposed: Nil**
- 6. Motion: *To appoint Loewen & Kruse as the auditors for the 2023-2024 fiscal year***  
**Motioned: Elanor Bushfield**  
**Seconded: Tony Horn**  
**Opposed: Nil**
- 7. New Business**



- a) Motion to amend the Society's constitution to reflect the Society's new name: PearlSpace Support Services Society (DBA PearlSpace)
  - Motioned: Elanor Bushfield
  - Seconded: Michelle Gordon
  - Opposed: Nil
- b) Motion to elect Michelle Gordon to the PearlSpace Board of Directors
  - Motioned: Elanor Bushfield
  - Seconded: Julie Wilkins
  - Opposed: Nil
- c) Motion to re-elect Robyn Raymond to the PearlSpace Board of Directors
  - Motioned: Elanor Bushfield
  - Seconded: Phillip Scott

**8. Employee & Volunteer Length of Service Awards**

**9. Board Recognition**

**10. Adjournment 6:30pm**  
Motioned: Elanor Bushfield

## **PearlSpace Support Services Society Annual General Meeting Guidelines & Procedures**

The following procedures are intended to help us facilitate progress, include the members in orderly discussion, and ensure equality and fairness during the meeting:

1. The meeting will be generally run in accordance with the provisions of the Society Act, the Constitution and Bylaws, and the current edition of *Robert's Rules of Order, Newly Revised*.
2. The job of the Chair is to help facilitate the business of the Annual General Meeting. The Society grants to the Chair the authority to make procedural decisions to accomplish that job. The ultimate authority for decisions remains in the assembly.
3. The Chair does not participate in debate on any issue unless he or she gives up the chair until the issue is disposed of (which should seldom be done). In addition, the Chair votes only when either:
  - a) The vote is by ballot, in which case the chair votes along with and at the same time as all other members; or
  - b) The Chair's vote will change the result of the vote.

If a motion requires a majority vote and there is a tie, then the Chair can vote to determine the outcome.

4. Only Members in good standing are eligible to speak and vote.
  - a) Members will be given a voting card and ballots when registering.
  - b) Voting cards and ballots cannot be transferred.
  - c) Ballots and voting cards will not be reissued if lost or misplaced.
5. Votes taken during a general session (with the exception of election of Directors) will be decided by a show of voting cards.
  - a) If the Chair is in doubt on the results, the Chair may take a counted vote.
  - b) A voting member wishing the vote to be counted should seek recognition and make a motion for a counted vote.
6. A voting member wishing to ask questions about reports or to speak to a motion, should raise their hand, show their voting card, wait to be acknowledged by the Chair and open by stating their name.
7. Debate must be germane to the motion or issue that is on the floor. To maintain balance in the discussion, the Chair may alternate between proponents and opponents of a motion.

8. Procedures for Elections of Board Members to Vacant Board Position
  - a) Board candidates must complete a Board Nomination Package and submit it to PearlSpace Support Services Society by September 12, 2024.
  - b) Nominations from the floor will not be accepted.
  - c) Only Members in Good Standing can vote.
  - d) If there is only one candidate for one position, election shall be by acclamation.
  - e) The election shall be by ballot.
  - f) The Nominations/Election Committee shall collect all ballots, if there is more than one candidate for the vacant position, count the votes and report on the voting counts.
  - g) The Chair shall repeat the counts and declare the results.
  
9. Unscheduled motions on new business (also known as special business) can only be made as recommendations for consideration of the Directors at their meetings.

### **ADDENDUM**

1. Some pertinent information from ruling documents:

A Society must give not less than 14 days' written notice of a general meeting to those members to receive notice of a general meeting, but those members may waive or reduce the period of notice for a particular meeting by unanimous consent in writing. (British Columbia Society Act, Part 6 #60).

Voting by proxy is NOT permitted.

A quorum is 3 members present or a greater number that the members may determine at a general meeting.

2. Words to use as a Member

**After Being Recognized by the Chair to Speak**

To get the vote counted on a motion	I move that the vote be counted.
To close debate and vote immediately	I move the previous question.
Recess	I move to recess for _ minutes.
If you want some informal discussion on a topic without a motion on the floor.	I move that we discuss (name topic) informally, for _ minutes.

**Without Needing to Be Recognized by the Chair to speak**

Second a motion (seated)	Second!
To ask the Chair information on a matter of the procedures bearing on the question at hand (stand)	I rise to a parliamentary inquiry
If you think the rules are being violated (stand)	Point of Order!

To request information relevant to the business at hand, but not related to parliamentary procedure (stand)	I rise to a point of information.
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### 3. Some Procedural Reminders.

- Motions for special resolutions cannot be amended from the floor as we are required to provide 14 days' notice of such matters to all members in good standing.
- There can be no unscheduled motions from the floor (see point 9 above). All new motions can be provided to the Board and be brought forward at the next AGM. If you want to make a motion for the next AGM you need to make the motion, get a member to second it and then send that motion with the seconded note forward to the Board of Directors at a minimum 30 days before the next AGM so that we can provide written notice to members. A motion should include what is to be done, by whom, by when and at what cost, if any.
- Only two amendments can be pending on a main motion.
- Remember, the main motion must always be voted on after all amendments.
- For routine matters, particularly where there seems to be no opposition, the Chair will use unanimous consent or general consent:
  - "There being no corrections, the minutes stand approved as read." Or "The minutes stand approved, as corrected."
  - "If there is no objection, the Chair will ... (adjourn the meeting, add the suggested name, declare the motion approved, etc.)"
- If you have any objection to the action being suggested by the Chair, say "Objection" and the chair will take a vote.