



Cultivating hope through  
inclusive, supportive  
services & communities

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

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## NOTICE OF ANNUAL GENERAL MEETING

Wednesday, September 10, 2025 4:30pm-6:00pm  
Squamish Drop-In Centre – 38021 Third Avenue, Squamish

### **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 2024 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 2 of 10 board seats available, one of which is dedicated for a representative from Sk̓wx̓w̓ú7mesh or Lil'wat Nation.



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## 2025 ANNUAL GENERAL MEETING AGENDA

Wednesday, September 10, 2025

Formal Proceedings: 4:30 pm

Chairperson: Sonya Waitman, 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 2024**  
*Motion: To adopt the minutes of the 2024 Annual General Meeting.*
4. **Reports**
  - a) President's Report – Sonya Waitman
  - b) Executive Director Report – Ashley Oakes
  - c) Community Program Director – Shana Murray
  - d) Community Program Manager, Whistler/Pemberton – Eliza McCullough
  - e) Community Program Manager, Squamish – Shana Murray
  - f) Pearl's Value & Vintage Report – Kate Harvey
  - g) Pearl's Place Transition House Report – Tess Egan
5. **Auditor's Report for 2024-2025 Fiscal Year – Tony Horn**  
*Motion: To accept the 2024-2025 Auditor's Report as presented.*
6. **Appointment of Auditor for 2025-2026**  
*Motion: To appoint Loewen & Kruse as the auditors for the 2025-2026 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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## 2024 ANNUAL GENERAL MEETING AGENDA

Wednesday, September 25, 2024

Formal Proceedings: 4:30 pm

Chairperson: Sonya Waitman, 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.*  
Ashley Oakes – *Motioned to make an amendment to the agenda and move items 5 (Auditor's Report) and item 6 (Appointment of the Auditors) ahead of item 4 (manager's reports).*  
*Moved: Sonya Waitman*  
*Seconded: Michelle Gordon*  
*All in favour*
  
3. **Approval of the AGM Minutes 2023**  
*Motion: To adopt the minutes of the 2023 Annual General Meeting.*  
*Moved: Tony Horn*  
*Seconded: Michelle Gordon*  
*All in Favour*
  
4. **Auditor's Report for 2023-2024 Fiscal Year – Tony Horn**  
*Tony presented an overview of the annual financials drawing attention to the balancing of the budget and the move to new auditors.*  
*Motion to accept the auditors report as presented:*  
*Moved: Michelle Gordon*  
*Seconded: Tony Horn*  
*All in Favour*
  
5. **Appointment of Auditor for 2024-2025**  
*Motion: To appoint Loewen & Kruse as the auditors for the 2024-2025 fiscal year.*  
*Moved: Tony Horn*  
*Seconded: Michelle Gordon*  
*All in favour*



## **6. Reports**

- a) President's Report – Sonya Waitman
  - i. Sonya thanked the outgoing board and recognized their contributions and introduced the incoming board.
  - ii. New board members were given an opportunity to introduce themselves
- b) Executive Director Report – Ashley Oakes
  - i. Ashley reported on the strategic achievements of the past year touching on rebranding launch, strategic planning, decolonization work, and advocacy efforts
- c) Community Program Director – Shana Murray
  - i. Shana presented on the PEACE program and strategic program goals
- d) Community Program Manager, Squamish – Suzie Soman
  - i. Suzie presented on Squamish programs highlighting new initiatives such as the Perinatal Substance Use program, the increased visitors to the Squamish Drop in Centre, and the practicum student and counselling subsidy programs
- e) Community Program Manager, Whistler/Pemberton – Eliza McCullough
  - i. Eliza presented on the Whistler and Pemberton programs focusing on housing initiatives and decolonization planning
- f) Pearl's Value & Vintage Report – Kate Harvey
  - i. Kate presented on Pearl's Value & Vintage celebrating the staff and volunteers and the increased revenue
- g) Pearl's Place Transition House Report – Shana Murray
  - i. Shana presented on the transition house and thanked staff for all their hard work throughout the renovation process

## **7. New Business**

- a) Motion to appoint by acclamation the Board members of PearlSpace to the vacant Board Positions  
Moved: Michelle Gordon  
Seconded: Sonya Waitman  
All in Favour
- b) Other business – no new business

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

- a) Shana Murray – 20 years
- b) Andrea Sentesy – 15 years
- c) Kate Harvey – 10 years
- d) Sam Speer – 5 years
- e) Mona Sidhu – 5 years



9. **Board Recognition** – covered earlier by Sonya in her President's report
  
10. **Adjournment – 6:08pm**  
Moved: Timothy Torres  
Seconded: Ashley Oakes  
All in Favour

## **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 August 31, 2025.
  - 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.