



**ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS/  
ASSOCIATION DES PROFESSIONNELS DE L'ADMINISTRATION**

**BARRIE/SIMCOE COUNTY BRANCH**

**MEET YOUR EXECUTIVE 2017-18**



***New Executive 2017-18 –Barrie Simcoe Branch  
Carol Shaw, Marilyn Clark, Maureen Armstrong, Chantalle Freeborough,  
Gina Bernier, Arlene Stone, Jane Manning.  
Missing from picture – Lacey Rudick.***

## **President - Maureen Armstrong**



Maureen is the Executive Assistant at New Path Youth & Family Services of Simcoe County. She has worked at New Path for 27 years. Maureen graduated from Seneca College in Toronto with Honors in Accounting. She worked in various Accounting roles, before accepting a Finance/Admin position at the Robert Thompson Centre (predecessor of New Path). She became Executive Assistant in 1999.

Maureen joined the Association of Administrative Assistants in 2010 and served as Vice President for four years, before being elected President at our AGM on April 25, 2017. Maureen enjoys her involvement in the Association, noting that she has learned a lot, gained confidence and met a lot of wonderful people. Being on the association has provided many networking, learning and travel opportunities that she may not have experienced otherwise.

Outside of work, Maureen enjoys spending time at her cottage, kayaking, snowmobiling, home renovation projects and spending time with her family and pets.

## **Vice President - Arlene Stone**



Arlene Stone, QAA had the honor of working with an incredible group of volunteer Admins to form the Barrie/Simcoe County branch in 2006 and is currently the branch Past President. She also served recently on the National Board as QAA Registrar and as Past National Vice President.

Arlene's career as an Office Administrator at both Imperial Oil (Sarnia and Toronto) and Georgian College (Barrie) spanned more years than she cares to count! Although happily retired, she recently was coaxed back to work in the President's office at Georgian College. Arlene lives in Barrie with her husband and one silly cat! In addition to her Association work, travel, reading, golfing, cooking and organizing social events keep her very busy in retired life!

## **Past President - Chantalle Freeborough**



Chantalle graduated from Georgian College's Office Administration Executive Program in June 2012. She accepted a position at Georgian College two months following graduation and has been working there since, in various roles (Academic Program Assistant, Teaching and Executive Director's Assistant). Following graduation, Chantalle continued to study; she received her Teaching and Training Adults Certificate, Qualified Administrative Assistants Designation, and continues to take courses towards her Bachelor of Business Administration degree.

In her spare time, Chantalle volunteers on the Barrie/Simcoe County branch of the Association of Administrative Professionals on the executive committee. Chantalle is currently our Branch Past President. Chantalle served as Branch President for three years and is now looking forward to join the National Board as National Director – Public Relations. Chantalle's extensive knowledge of various social media sites and her ability to keep up with emerging trends and online tools, and her involvement on the Website Development Committee, National AGM Committee, and Student Initiatives as well as her passion for the Association makes her a great candidate for this role.

## Secretary - Marilyn Clark



Marilyn is the Office Coordinator at the Local Health Integration Network (LHIN) of Simcoe Muskoka. Her role enables operational efficiency with a focus on facilities, human resources, records management, information management and security. Marilyn supports her Manager with HR functions such as orientation, recruitment and policy development, training staff on HR-related information management systems, and acting for the LHIN as SharePoint Administrator, Records Custodian and Telemedicine Coordinator.

Outside of work Marilyn is an avid paddler and enjoys teaching people in the area how to canoe.

Marilyn is happy to serve this year as Secretary on the Executive Committee of the AAA Barrie/Simcoe branch.

## Treasurer - Gina Asuncion Bernier



Gina Asuncion Bernier has been a virtual Executive Assistant for two years with over seven years administrative support experience in various industries: consulting, health care, recruitment, marketing and non-profit organizations. Alongside her B.A. in Psychology, she is currently working to achieve her QAA designation.

Gina also moonlights as a soccer mom. You can find her chauffeuring her daughters across North America on any given weekend. She also makes a mean vanilla soy latte which helps get her through the busy days.

Gina's creativity, resourcefulness and amicable disposition makes her a pleasure to work with. She is a champion of schedules and can control calendars like no other! Her accounting experience will be a great asset as Treasurer to the Association!

## Membership Chair - Jane Manning



Jane Manning is the Barrie/Simcoe County branch Membership Chair. In this role Jane is often the first contact for anyone interested in information or becoming a member. She confirms receipt of their inquiry and lets them know a little bit about the Association, guiding them to the website to complete the online membership registration and obtain membership payment information. Jane liaises closely with the Association's National Director-Treasurer around payments. Jane also facilitates the welcome letter from the President and sends that along with her email welcome letter. Following that, Jane will send along some Association swag. Jane reports that the job is not too onerous and it's nice to be in touch with new members.

Jane works as an Executive Assistant at Georgian College.

On a personal note, she enjoys spending time with her husband; they bike, swim and walk their Treeing Walker Coonhound nightly, who everyone mistakes for a beagle!! He has the colour, but is much larger.

## **Marketing and Communications Coordinator - Carol Shaw**



Carol is the Executive Assistant to the Chief Information Officer at the Ontario Securities Commission, a crown corporation under the Ontario Ministry of Finance in Toronto.

A graduate of the Office Administrative program at Georgian College, Carol's administrative experience spans over 20 years supporting executive teams within both the private and public sectors from Publication; Telecommunication; Manufacturing; Tax/Audit; Banking to Healthcare.

Prior to her administrative career, she studied Hotel & Resort Management in its inaugural year also at Georgian College. Her studies eventually took her away from the family's hospitality business near Orillia to Jasper, AB where she was employed by Canadian Pacific Hotels and Resorts – Mountain Region as their guest services representative for VIP Guest.

Carol is passionate about her church, family and her community. Regardless of the season, she can be found outside enjoying a wide range of sporting activities from alpine skiing, snowmobiling to snowshoeing in the winter to biking, fishing, boating to road tripping to new and exciting weekend destinations.

## **Social Media Coordinator - Lacey Rudick**



Lacey decided last year to start a second career. She went back to school to take the Executive Administrative program through Georgian College. After completing her first year, Lacey obtained a temporary contract within the City of Barrie as an Operations Support Administrator. Lacey is still attending school to obtain her diploma while working for The City.

In 2015 Lacey became associated with AAA, by volunteering as a student. Shortly afterwards, she was asked about her interest in becoming more involved with the Association, and was appointed the Community Connections Chair. Lacey stepped up and began contributing to the AAA social media pages, creating posts, fun facts, inspirational videos and news updates to our members and others. She is a welcome addition to the Barrie branch Executive Team.