



Barrie/Simcoe County Branch

MEET YOUR EXECUTIVE 2019-20

President - Maureen Armstrong



Maureen is the Executive Assistant at New Path Youth & Family Services of Simcoe County, where she has worked for 30 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 accepted the role of Executive Assistant in 1999.

Maureen joined the Association of Administrative Professionals in 2010 and served as Year Book Editor, then Vice President for four years. This is Maureen's third year as Branch President. Maureen is also chairing the National AGM and Conference Planning Committee. Maureen enjoys her involvement in the Association, noting it has provided many networking, learning and travel opportunities. It has also allowed her to gain confidence, stay on top of current applications and trends and meet many wonderful people.

Maureen enjoys spending time at her cottage, kayaking, snowmobiling, and doing home renovation projects.

Vice President - Chantalle Freeborough, CCAP



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, Faculty and Executive Director's Assistant). Following graduation, Chantalle continued to study; she received her Teaching and Training Adults Certificate, Canadian Certified Administrative Professional Designation, and continues to take courses towards her Honours Bachelor of Business Administration degree.

Chantalle served as Event's Coordinator for one year, Branch President for three years, Past President for two years and served on the National Board as National Director – Public Relations. This is Chantalle's second year as Vice-President and she also participates on the National AGM and Conference Planning Committee. 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 has made her a great candidate for this role.

Secretary – Susan Tesi



Susie is the EA at the McMichael Canadian Art Collection in Kleinburg. She has held positions of Office Manager, Marketing Coordinator and Executive Assistant during her 40 year career and has experience in transportation, publication, pharmaceutical, education, accounting and now the wonderful world of Canadian Art. Susie graduated Mother House College in Montreal with her degree in Business Administration and Management.

Susie has just joined the Association of Administrative Professionals (April 2019) as Secretary and is looking forward to working with the wonderful team of the Barrie/Simcoe Country Branch of the AAP.

Treasurer - Brenda Fellows, CCAP



Brenda currently works for a CEO in the automotive Industry. Brenda obtained her CCAP (Canadian Certified Administrative Professional) designation through University of Toronto continuing studies. Recently Brenda returned from a MAL (Member at Large) and joined the Barrie/Simcoe County Chapter. After joining the branch in 2018, Brenda decided to continue her learning experiences by volunteering for the positions of Treasurer and Membership Chair. This is Brenda's second year as Branch Treasurer.

Membership Chair – Sharon Cranstone



Sharon is the part-time Office Manager / Administrator for their family owned business (1425872 Ontario Inc.) where she has worked for 19 years. This business provides film set construction and on-set construction services to various film production companies in the Toronto Film Industry.

Raised in an entrepreneurial family business environment, Sharon entertained her creative skills for a time working in the Interior Design industry. Now she is looking to leverage her background in technical project based interior design, client-facing, bookkeeping and office support, plus recently earned honours diploma in business administration, into a second part-time role. So she is a designer turned administrator and extremely excited about this much needed change where her true skills, abilities and passion are best served aligning with the business administration industry.

Sharon is a new resident of Barrie and joined the Association to become more involved in the community and for the networking and learning opportunities that it can provide. To that end she has accepted the role of Membership Chair for the 2019/20 year. Another goal Sharon wishes to do is to obtain her CCAP designation.

When she is not working, Sharon enjoys reading, yoga, exercise, hiking, boating, family time, exploring with her dog, meeting new people, and cooking.

Events Coordinator – Sharon Crowe



Sharon works at Stevenson Memorial Hospital in Alliston as the Board of Director Liaison. She has significant Board Experience, having worked the past 8 years as the Executive Assistant and Board Liaison for the Barrie and Community Family Health Team. In addition, she has experience with Board mergers and with numerous Board sub committees. She has been a member of the Association of Administrative Professionals for one year and has extensive professional development in the areas of leadership, senior executive administration and helping drive best practices in governance.

Newsletter Editor – Gale Belcourt, CCAP



Gale recently joined the ranks of retirees after working in various administrative roles throughout her working career. Gale joined the Association in 2009 and completed her, QAA (now called CCAP) designation in 2011. Gale completed one term as the Barrie Simcoe branch Vice President before becoming the National Registrar. After several terms in that role, Gale volunteered to be the Newsletter Editor for the Barrie branch and is serving her second year in this role. As well, Gale is a member of the National Marketing Committee and is on the Planning Committee for the 2019 National AGM and Conference. Since joining the Association, Gale notes that being a member has not only provided her with the many benefits of belonging to a professional organization, but it has also challenged her to step outside her comfort zone while in a ‘safe’ and supportive environment. Over the years Gale has seen many changes take place and she is very excited to see the Association moving forward. Gale looks forward to seeing what the future holds for this amazing group.

Ex-Officio - Arlene Stone, CCAP



Arlene Stone, CCAP (formerly 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 Ex-officio. 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! Now happily retired, 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!