

STAFF CONTACT INFORMATION AS OF JUNE 8, 2010

Note: extensions can be entered through 416 926 2351 (local to auto attendant) or 1 877 323 4545 (toll free)

Position	Key Responsibilities	Name	Toll Free Number	E-mail Address	Office Location
			1 877 323 4545		
EXECUTIVE					
Executive Director	Staff Management, Council Support, oversees Finance, Property, Human Resources, Grow Strategy	Jill Dundas	ext 2352	executive.director@guidesontario.org	14 Birch Ave
Executive Coordinator	Council, Executive, Administrative Forum, Girl Forum, Adviser Forum Support, Memorial Notifications, Scholarships, Fundraising Submissions	Carol Thomas	ext 2420	executive.coord@guidesontario.org	14 Birch Ave
FINANCE SECTION					
Finance Manager	Day-to-day management of finance operations, preparation for year-end audit	Lily Mak	ext 2353	finance.manager@guidesontario.org	14 Birch Ave
Accounting Analyst	Account analysis and reconciliation, maintain Investment portfolio, preparation of operating statements, filing of GST, PST	Lucy Xing	ext 2400	accounting.analyst@guidesontario.org	14 Birch Ave
Bank Reconciliation Administrator	Administration of bank daily activities and reconciliation	Meena Thayalan	ext 2401	bankrec.administrator@guidesontario.org	14 Birch Ave
Unit Banking Coordinator	Coordinates purchase card program and Unit banking support	Andrea Chiu	ext 2402	banking.coord@guidesontario.org	14 Birch Ave
Unit Banking Clerk	Processing of manual cheques, deposits, purchase card transactions for Units, setting up and maintaining unit accounts.	Nadia Senyi	ext 2407	banking.clerk1@guidesontario.org	14 Birch Ave
Unit Banking Clerk		Geneve Gray	ext 2408	banking.clerk2@guidesontario.org	14 Birch Ave
Unit Banking Clerk		Fran Crabe	ext 2409	banking.clerk3@guidesontario.org	14 Birch Ave
Accounts Receivable Clerk	Processing of incoming funds and invoices	Catherine Huynh	ext 2403	ar.clerk@guidesontario.org	14 Birch Ave
Accounts Payable Clerk	Processing of invoice payments and claims	Josephine Sun	ext 2404	ap.clerk1@guidesontario.org	14 Birch Ave
Accounts Payable Clerk	Processing of invoice payments and claims	Nataliya Levandovska	ext 2405	ap.clerk2@guidesontario.org	14 Birch Ave
Finance Administrative Assistant	Overall administrative support to Finance section, EFT and ACL expense claims	Mevlin Blake	ext 2406	finance.admin@guidesontario.org	14 Birch Ave
GROWTH STRATEGY SECTION					
Growth Strategy Manager	Manage Growth Strategy initiative	<i>contact Jill Dundas</i>	ext 2352		
Public Awareness Coordinator	Coordinate public awareness opportunities at the provincial and local level	Mary Porto	ext 2422	publicawareness.coord@guidesontario.org	14 Birch Ave
One More Girl... Wonderful! Challenge			ext 2422	onemoregirl@guidesontario.org	14 Birch Ave
HUMAN RESOURCES SECTION					
Human Resources Manager	Management of Employee Recruitment, HR Procedures & Payroll	Jan Ogden	ext 2450	hr.manager@guidesontario.org	14 Birch Ave
Human Resources Coordinator	Payroll and support to HR Manager	Barb Catalfamo	ext 2451	hr.coord@guidesontario.org	14 Birch Ave
PROPERTY SECTION					
Property Manager	Oversight of the property portfolio	Joanne Henderson	ext 2410	property.manager1@guidesontario.org	14 Birch Ave
<i>Property Manager</i>		<i>(Pat Patterson on sick leave)</i>			
Property Administrative Assistant	Administrative support to Property Section	Chris Madry-Skakle	ext 2412	property.admin@guidesontario.org	14 Birch Ave
Property Administrative Assistant	Administrative support to Property Section	Kathryn Gemmell	ext 2411	property.admin2@guidesontario.org	14 Birch Ave
Property Booking Clerk	Processing of property bookings		ext 2413	booking.clerk@guidesontario.org	14 Birch Ave

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ADMINISTRATIVE DEPARTMENT					
Administrative Director	Oversight of Administrative Communities, Cookies, Membership Support, and Information Management	Susan Davies	ext 2354	admin.director@guidesontario.org	14 Birch Ave
COOKIE SECTION					
Cookie Coordinator	Coordination of cookie campaign	Georgina Sigal	ext 2440	cookie.coord@guidesontario.org	14 Birch Ave
MEMBERSHIP SUPPORT SECTION					
Membership Support Manager	Oversee Membership Support team and provincial Membership Support projects	Moira French	ext 2470	membersupport.manager@guidesontario.org	250 Merton St
Membership Support Coordinator	Awards, Mentoring, Recognition, volunteer applications, INQ and 5-Phase Welcome, Spring Renewal	Marilyn Worth	ext 2471	membersupport.coord@guidesontario.org	250 Merton St
User Space Coordinator	Meeting permits, contracts, license agreements, certificates of insurance	Lynn Manning	ext 2473	userspace.coord@guidesontario.org	250 Merton St
Membership Administrative Assistant	Admin support for Membership Support team and Awards and Recognition	Terri Thibert (<i>Charmaine Burnside on sick leave</i>)	ext 2474	membersupport.admin@guidesontario.org	250 Merton St
Membership Administrative Assistant	Admin support for Membership Support team and adult screening processes and questions including PRCs	Nikki Cahill	ext 2472	membersupport.admin2@guidesontario.org	250 Merton St
INFORMATION MANAGEMENT SECTION					
Information Management Manager	Day-to-day management of technology, equipment, paperflow process and iMIS	Mary Catherine Crocker	ext 2430	infomgmt.manager@guidesontario.org	14 Birch Ave
iMIS Coordinator	Coordination of support to iMIS users in Ontario; quality control; specialized reports; provincial iMIS input including Link, Trefoil Guild	Myrna Inrig	ext 2431	imis.coord@guidesontario.org	14 Birch Ave
Forms Retention Coordinator	Coordination of retention of forms in Ontario in compliance with the National policy	Aimee Wong	ext 2432	forms.coord@guidesontario.org	14 Birch Ave
Information Management Administrative Assistant	Technical support (equipment, computers); administrative support to Info Mgmt	Radhika Ramachandra	ext 2434	infomgmt.admin@guidesontario.org	14 Birch Ave
Office Clerk	Mail, supply ordering, reception	Denise Magnan	ext 2433	reception@guidesontario.org	14 Birch Ave
UNIT SUPPORT SECTION					
Unit Support Manager	Management of Administration for Communities 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 24, 26, 27, 28, 29, 33, 34, 35, 36, 39	Barb Ishibashi	ext 2355	unitsupport.manager1@guidesontario.org	Hamilton Office
Unit Support Manager	Management of Administration for Communities 6, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 25, 30, 31, 32, 37, 38	Jan Gibson	ext 2356	unitsupport.manager2@guidesontario.org	Newmarket Office
Unit Administrator Community #1	Administrative support to Community #1	Sandra Crawford	ext 4101	unitadmin.1@guidesontario.org	London
Unit Administrator Community #2	Administrative support to Community #2	Shirley Newman	ext 4102	unitadmin.2@guidesontario.org	London
Unit Administrator Community #3	Administrative support to Community #3	Linda MacDonald	ext 4103	unitadmin.3@guidesontario.org	London
Unit Administrator Community #4	Administrative support to Community #4	Harriet Kellestine	ext 4104	unitadmin.4@guidesontario.org	London
Unit Administrator Community #5	Administrative support to Community #5	Carol Harvey	ext 4105	unitadmin.5@guidesontario.org	London
Unit Administrator Community #6	Administrative support to Community #6	Michele Kane	ext 5106	unitadmin.6@guidesontario.org	Newmarket

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Unit Administrator Community #7	Administrative support to Community #7	Michelle Jermy	ext 3107	unitadmin.7@guidesontario.org	Hamilton
Unit Administrator Community #8	Administrative support to Community #8	Kelly Bohar	ext 3108	unitadmin.8@guidesontario.org	Simcoe
Unit Administrator Community #9	Administrative support to Community #9	Julie Rose	ext 3109	unitadmin.9@guidesontario.org	Hamilton
Unit Administrator Community #10	Administrative support to Community #10	Nancy Mascarin	ext 3110	unitadmin.10@guidesontario.org	Hamilton
Unit Administrator Community #11	Administrative support to Community #11	Michelle Jermy	ext 3107	unitadmin.11@guidesontario.org	Hamilton
Unit Administrator Community #12	Administrative support to Community #12	Elizabeth Plouffe	ext 3112	unitadmin.12@guidesontario.org	Hamilton
Unit Administrator Community #13	Administrative support to Community #13	Judith Gentile	ext 4313	unitadmin.13@guidesontario.org	Mississauga
Unit Administrator Community #14	Administrative support to Community #14	JoAnn Medcalf	ext 4314	unitadmin.14@guidesontario.org	Mississauga
Unit Administrator Community #15	Administrative support to Community #15	Linda Del Vecchio	ext 4315	unitadmin.15@guidesontario.org	Mississauga
Unit Administrator Community #16	Administrative support to Community #16	Judy Hudson	ext 4316	unitadmin.16@guidesontario.org	Mississauga
Unit Administrator Community #17	Administrative support to Community #17	Adrienne Kirk	ext 2117	unitadmin.17@guidesontario.org	250 Merton St
Unit Administrator Community #18	Administrative support to Community #18	Liz James	ext 2118	unitadmin.18@guidesontario.org	250 Merton St
Unit Administrator Community #19	Administrative support to Community #19	Donna Pitter	ext 2119	unitadmin.19@guidesontario.org	250 Merton St
Unit Administrator Community #20	Administrative support to Community #20	Sherri Huys	ext 2120	unitadmin.20@guidesontario.org	250 Merton St
Unit Administrator Community #21	Administrative support to Community #21	Terrie White	ext 5321	unitadmin.21@guidesontario.org	Oshawa
Unit Administrator Community #22	Administrative support to Community #22	Debbie Williamson	ext 5322	unitadmin.22@guidesontario.org	Oshawa
Unit Administrator Community #23	Administrative support to Community #23	Jan Gibson & Brenda Murray (interim)	ext 5323	unitadmin.23@guidesontario.org	Oshawa
Unit Administrator Community #24	Administrative support to Community #24	Pam Richardson	ext 3111	unitadmin.24@guidesontario.org	Hamilton
Unit Administrator Community #25	Administrative support to Community #25	Jennifer Sokolowski	ext 5131	unitadmin.25@guidesontario.org	Newmarket
Unit Administrator Community #26	Administrative support to Community #26	Lisa Gillis	ext 6126	unitadmin.26@guidesontario.org	Ottawa
Unit Administrator Community #27	Administrative support to Community #27	Nicole Moore	ext 6127	unitadmin.27@guidesontario.org	Ottawa
Unit Administrator Community #28	Administrative support to Community #28	Sheila Spruyt	ext 6128	unitadmin.28@guidesontario.org	Ottawa
Unit Administrator Community #29	Administrative support to Community #29	Dawn Lilly	ext 6129	unitadmin.29@guidesontario.org	Ottawa
Unit Administrator Community #30	Administrative support to Community #30	Terrie White	ext 5330	unitadmin.30@guidesontario.org	Oshawa
Unit Administrator Community #31	Administrative support to Community #31	Jennifer Sokolowski	ext 5131	unitadmin.31@guidesontario.org	Newmarket
Unit Administrator Community #32	Administrative support to Community #32	Doreen Barclay	ext 5132	unitadmin.32@guidesontario.org	Newmarket
Unit Administrator Community #33	Administrative support to Community #33	Laurel Albisser-Heil (<i>Kim Hamilton on leave</i>)	ext 7536	unitadmin.33@guidesontario.org	Dryden (Thunder Bay)
Unit Administrator Community #34	Administrative support to Community #34	Karen Ladouceur (<i>Kim Hamilton on leave</i>)	ext 7135	unitadmin.34@guidesontario.org	Murillo (Sault Ste Marie/NU)
Unit Administrator Community #35	Administrative support to Community #35	Karen Ladouceur	ext 7135	unitadmin.35@guidesontario.org	Murillo (Sault Ste Marie/NU)
Unit Administrator Community #36	Administrative support to Community #36	Laurel Albisser-Heil	ext 7536	unitadmin.36@guidesontario.org	Dryden (Thunder Bay)

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Unit Administrator Community #37	Administrative support to Community #37	Kathleen Murphy	ext 5137	unitadmin.37@guidesontario.org	Newmarket
Unit Administrator Community #38	Administrative support to Community #38	Brenda Murray	ext 5138	unitadmin.38@guidesontario.org	Newmarket
Unit Administrator Community #39	Administrative support to Community #39	Joanne Nanni	ext 4139	unitadmin.39@guidesontario.org	London
PROGRAM DEPARTMENT					
Program Director	Oversee Program, Communications and Summer Camp Teams	Penny Waddington	ext 2480	program.director@guidesontario.org	14 Birch Ave
COMMUNICATIONS SECTION					
Communications Coordinator	Ontario Council website, ONLine, Ontario section of MemberZone	Yvette Farkas	ext 2482	communications.coord@guidesontario.org	14 Birch Ave
PROGRAM SECTION					
Program Manager	Management of Program section	Christine Mitchell	ext 2484	program.manager@guidesontario.org	14 Birch Ave
Learning & Development Coordinator	Supports Ontario Trainers, assists setting up trainings for TEAM	Theresa Delpeache	ext 2486	learning.coord@guidesontario.org	14 Birch Ave
Event Coordinator	Liaison with local event leaders, oversees Event calendar on website and registration and Event subsidy processes	Michelle Johnson	ext 2483	event.coord@guidesontario.org	14 Birch Ave
Program Project Associate	Assists with Rally Day, Geocoins, Flower Beds, South African project liaison	Leeanne Federico	ext 2485	program.projects@guidesontario.org	14 Birch Ave
Program Administrative Assistant	Event registration; Lones registration; International forms submission; Program admin support	Marika Hill	ext 2487	program.admin@guidesontario.org	14 Birch Ave
Program Administrative Assistant	Safe Guide tracking; Admin support to L&D, E-Learning PIN requests	Marcia Greaves	ext 2488	program.admin2@guidesontario.org	14 Birch Ave
SUMMER CAMPS SECTION					
Summer Camps Manager	Management of coordinated summer camp operations	Jen Dundas	ext 2359	summercamps.manager@guidesontario.org	14 Birch Ave
Summer Camps Administrative Supervisor	Oversee registration process for summer camps, troubleshoot questions from parents, link with volunteers	Jennifer Devine	ext 2462	summercamps.supervisor@guidesontario.org	14 Birch Ave
Program Administrative Assistant	Summer Camp registration, international trip bank account verification, Ontario merchandise orders, Program admin support	Jenny Hollett	ext 2463	summercamps.clerk@guidesontario.org summercamps.registrar@guidesontario.org	14 Birch Ave
LOCATION INFORMATION					
Office	Street Address	City	Fax	Local Phone	Postal Code
Hamilton	360 Queenston Rd	Hamilton ON	905 547 4194	905 547 4389	L8K 1H9
London	4026 Meadowbrook Dr - Unit 134	London ON	519 652 5978	519 652 6517	N6L 1C8
Mississauga	1563 Dundas St W	Mississauga ON	905 615 9977	905 615 9965	L5C 1E3
Newmarket	38 Parkside Dr Unit 9	Newmarket ON	905 967 1298	905 967 0211	L3Y 8J9
Oshawa	121 Simcoe St S	Oshawa ON	905 579 8489	905 579 9976	L1H 4G7
Ottawa	453 Parkdale Ave	Ottawa ON	613 761 1265	613 722 5523	K1Y 1H4
Toronto -14 Birch	14 Birch Ave	Toronto ON	416 920 1440	416 920 6666	M4V 1C8
Toronto - 250 Merton	303 - 250 Merton St	Toronto ON	416 486 4290	416 486 8721	M4S 1B1
Community 3	72 Pine St	Chatham ON	519 352 3427	519 352 8224	N7M 5G4
Community 8	42 Mann Ave	Simcoe ON	519 428 1837	519 428 3055	N3Y 5J2
Community 35 & acting 34	RR 1 - 63 Nicholetts Rd	Murillo ON	807 577 3013	807 935 3332	P0T 2G0
Community 36 & acting 33	237 Van Horne Ave	Dryden ON	807 223 3613	807 223 3634	P8N 2C3