

PLEADINGS

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CYBER SECURITY REFRESHER

Cybercriminals always are attempting to take advantage of employees, employers, and various organizations who are not staying alert and up to date with the latest types of cyberattacks. Refresh yourself about the types of attacks to watch for and the red flags that may help you spot them.

Social Engineering

Social engineering is the art of manipulating, influencing, or deceiving you into taking some action that isn't in your own best interest or the best interest of your organization.

The goal of social engineers is to obtain your trust, then exploit that relationship to coax you into either divulging sensitive information about yourself or your organization or giving them access to your network.

Digital Attacks—Phishing

Phishing is the most common digital attack, which is when

you receive an email that looks like it's coming from a legitimate source, telling you that there's a problem which requires you to click a link or take an action that is in an attacker's interest.

Digital Attacks-Spear Phishing

Spear phishing is a small, focused attack via email on a particular person or organization. In this attack, the criminals research a specific target using social media and other open sources of information.

In-Person Attacks-Tailgating

A hacker scouts a location, like the outside smoking area at your organization, and then joins your group as a smoker, participating in your group conversation. When your group returns to work, he follows you in just like any other employee and then finds a workstation he can hack.

A hacker may follow an employee to the building's locked entrance and walk in behind the employee or ask to be let in, saying that he forgot his key or access card.

USB Attacks

Attackers leave a USB stick that says "Payroll" where it can be easily found, like in your office parking lot, or sends it by mail disguised as a customer or vendor.

Phone Attacks

Another name for phone-based social engineering is voice phishing or "vishing." Like phishing, vishing is when the hacker calls you and tries to con you into giving out confidential information.

Phone Attacks—Smishing

"Smishing" stands for "SMS phishing" or phishing that occurs through text messaging. For example, they send a text

message asking you to call a number or click on a link.

Red Flags

Keep an eye out for these red flags to help prevent security breaches:

- Someone unknown hanging around the building, even in a uniform.
- Others looking over your shoulder. Always lock your workstation if you have to leave it unattended.
- Emails that have strange "From" or "Reply to" addresses. Also, look at the "To" line and see if the email was sent to many people.
- Emails that come at strange times of day, or with strange or shocking subject lines.
- Emails that ask you to click links within or open an attachment, especially with content that makes you uncomfortable, such as a security breach warning.
- Hyperlinks that contain strange or spoofed addresses. Hover over the link and look at the URL to which it redirects you.

The one thing all of these attacks have in common is that they require a user to take action. Be alert and cautious to avoid these attacks.

Think before you click!

*By Jeff McCulloch, Yeo & Yeo
Computer Consulting President*

NALS OF GREATER KALAMAZOO BOARD OF DIRECTORS June 4, 2019

The June Board Meeting was held on Tuesday, June 4, 2019, at Goidosik Morse Law Offices. Minutes of the May Board meeting were approved. The Treasurer's report for May was approved subject to audit. Committee reports were given and discussed, including Scholarship, Ways and Means, Employment, Membership, and Programs and Reservations. Volunteers for an audit committee will be requested at the June general membership meeting.

Diane Berry reported we are still owed a few dollars yet from Schwan's. They are discontinuing this program, so we need to find more fundraisers. Paula Steffey distributed a catalog from Rada Cutlery. NALS of Jackson has successfully raised funds through sale of these products. We would be obligated to pay for only those things that are pre-ordered, so we will not have to advance any funds. The Board voted to approve going ahead with this fundraiser. More information on this will be distributed soon. Fundraiser through Urban Nest was also discussed. Tami Carl will coordinate.

Several members plan to attend the NALS Forum in Little Rock and schedules and room arrangements were discussed. Funding for members was approved.

Wrap-up of the 2019 Annual Meeting is on-going; we are still negotiating the final bill with the hotel. The Board also discussed possibly planning an all-day CLE event in the fall, for a Saturday. More discussion will be held on this topic at a later date.

The budget planning meeting followed the board meeting. Jen Robinson distributed a comparison of projected and actual costs for the previous year, and projected costs for the coming year. A couple of changes were made, and an updated proposed budget will be published in the newsletter, to be voted on at the June general membership meeting.

Due to the July 4 holiday week, the next board meeting will be held Tuesday, July 9, 5:30 at Goidosik Morse. All members are welcome to attend.





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VISION FOR THE YEAR

By:

Paula Steffey, PP, CLP-SC, CWCP
NALS of Greater Kalamazoo, 2019-2020 President

I am very excited for the upcoming year and appreciate everyone's patience with me as I learn a new position. To start with I wanted to take a minute to share my vision for the year.

This is OUR organization. We can make this what we want and/or need it to be to further our mission. We are all at different stages in our career and each one of us brings something unique to the chapter. I would like to get all members involved in something—even if it is just a one-time project that takes just a few minutes. Included in this newsletter is a list of committees. Some of the committees are required by our bylaws, but some are special committees appointed at the request of the President. Everyone has a special talent or interest. We can create additional committees if we need to. I plan to reach out to our members throughout the year. It may be in the form of an email, phone call or even personally at a meeting. I am interested in finding out what our members want from this association and/or what they need to help further their professional development. I welcome everyone's comments, questions and concerns and would love to hear from each of you. Again, this is OUR organization.

Our website and Facebook page are a huge part of our marketing. Diane Berry, PLS has done an awesome job at maintaining both. I would love to see our chapter continue to post information to these two sites that showcase our members.

I feel we need to increase our membership efforts. We need to get out into the community—whether that is dropping off a basket of candy to another firm with information about NALS or whether it is volunteering in the community. I would like to see us host meet and greets periodically throughout the year. This can be done at someone's firm or in a private room of a restaurant. It doesn't have to be expensive, but rather a time to hand out membership materials and answer questions about certification and legal education. I have no idea how many legal professionals we have just in Kalamazoo, but we need to reach out to other legal professionals who are committed to their career in the legal field and who will be involved in our chapter in years to come.

I am in the process of designing a brochure for us to use for membership and marketing. It would be nice to have testimonials included in this brochure. I would love to have some attorneys write a couple of sentences on what it's like to have a NALS member as their assistant.

I have also chatted with the other chapter presidents within Michigan as well as chapter presidents in other states to share ideas. I am excited to be going to the Chapter Clinic at the national conference in Arkansas and look forward to learning anything and everything I can.

Lastly, if you don't already know, our chapter has historically (at least ever since I joined) given out two \$1,000 scholarships each year. Our chapter also pays the registration fee for its members to attend CLE events hosted by other chapters, as well as the registration fee for the state and national conferences. In order to do this, we need to do a lot of fundraising. We are always looking for ideas for fundraisers. We also are looking for members to step up and take charge of fundraisers. If you have an idea, please let me know.



Kim Snow, PP, PLS, installed the 2019-2010 NALS of Greater Kalamazoo officers at the May general membership meeting. Congratulations to the new officers, and thank you, Kim, for another great installation ceremony!



Vice President Kathleen Hutchins installed new member Brittany Minix at the May general membership meeting. Welcome, Brittany!

WELCOME

Don't forget to sign up for the NALS Make Studio Social Event!



When: Wednesday, June 19, 2019
Time: 6:00 p.m.
Address: 3410 Gull Rd., Kalamazoo MI 49048
(Across the street from Borgess Health Center)
Cost: \$35.00

Please sign up and pay for your spot no later than 48 hours before the event. <https://makestudiokalamazoo.com/products/private-workshop-for-cathy-z-wednesday-june-19th-6-pm>

Make Studio Kalamazoo is a BYOB, paint and sip creative studio where you are guaranteed to have a great time! You don't have to be artistic or creative. The process they teach will show you how to make a perfect project that you will love. They offer bottled water, but you are more than welcome to bring in your own snacks and drinks. Feel free to bring a friend and a bottle of wine or some beer for you to drink while you create your artwork. Additional information can be found at: <http://makestudiokalamazoo.com/about>

Congratulations to Tami Carl, CLP, selected as 2019 Member of the Year!

Also nominated were Diane Berry, PLS, and Jen Robinson.

Thank you, ladies, for your contributions to NALS!



**NALS of Greater Kalamazoo
2019-2020 Calendar**

Date	Event	Time	Location	Speaker (if applicable)
5/7/19	Board Meeting	5:30 pm	Goidosik Morse Disability Law Group	N/A
5/21/19	Membership Meeting	5:30 pm	Miller Johnson	Blake Padget, Esq.
6/4/19	Board Meeting	5:30 pm	Goidosik Morse Disability Law Group	N/A
6/25/19	Membership Meeting	5:30 pm	Jac Cekolas (on Westnedge)	Brendan Guilford, Esq.
7/9/19	Board Meeting	5:30 pm	Goidosik Morse Disability Law Group	N/A
7/23/19	Membership Meeting	5:30 pm*		
8/6/19	Board Meeting	5:30 pm	Goidosik Morse Disability Law Group	N/A
8/27/19	Membership Meeting	12:00 pm**	Park Club (need to double check with Kim Snow)	
9/3/19	Board Meeting	5:30 pm	Goidosik Morse Disability Law Group	N/A
9/17/19	Membership Meeting	5:30 pm		
9/24/19 to 9/29/19	National Conference in Little Rock, Arkansas (Our normal meeting date would be 9/24/19, but many members will be attending this conference)			
10/1/19	Board Meeting	5:30 pm	Goidosik Morse Disability Law Group	N/A
10/22/19	Membership Meeting	5:30 pm		
11/5/19	Board Meeting	5:30 pm	Goidosik Morse Disability Law Group	N/A
11/19/19	Membership Meeting	5:30 pm		
12/3/19	Board Meeting	5:30 pm	Goidosik Morse Disability Law Group	N/A
12/10/19	Membership Meeting	5:30 pm		Holiday Charity
1/7/20	Board Meeting	5:30 pm	Goidosik Morse Disability Law Group	N/A
1/28/20	Membership Meeting	5:30 pm		
2/4/20	Board Meeting	5:30 pm	Goidosik Morse Disability Law Group	N/A
2/25/20	Membership Meeting	5:30 pm		
3/3/20	Board Meeting	5:30 pm	Goidosik Morse Disability Law Group	N/A
3/24/20	Membership Meeting	5:30 pm		
4/7/20	Board Meeting	5:30 pm	Goidosik Morse Disability Law Group	N/A
4/16/20-4/19/20	NALS of Michigan Annual Meeting Frankenmuth, MI			
4/28/20	Membership Meeting / Installation of Officers	5:30 pm		

NOTE: The board meetings are typically held on the 1st Tuesday of the month and the membership meetings are typically held on the 4th Tuesday of the month. However, due to some of those dates falling near a holiday or a state/national conference, I have adjusted them to a week earlier or a week later depending on the situation. (Newsletter for November/December would be combined and sent out approx. 11/11/19 with invitation for both the November and December meetings.)

*The July meeting will be held in the evening this year.

**The August meeting will be held at noon this year.

2019-2020 Chapter Committees
(some committees are required by our bylaws; some will be special committees appointed at the request of the President)

<u>COMMITTEE</u>	<u>VOLUNTEERS</u>
<u>Audit:</u> Three volunteers are needed to review and conduct an audit of the chapter's financial records for FY 2018-2019. This usually takes place after work one evening during the month of June. It will require approximately 2-3 hours of your time and pizza is provided!	Colleen VanSickle Kim Snow, PP, PLS
<u>Certification/Education:</u> This committee provides members with information about the NALS ALP, PLS/CLP, and PP exams, and assists with coordinating a study program for those preparing to take the exams.	Paula Steffey, PP, CLP-SC, CWCP
<u>Education/Programs:</u> This committee assists with planning and coordinating educational opportunities for our chapter with a view toward assisting members to become better legal professionals. This committee will also provide information to members with regard to other NALS educational opportunities. The chair prints the educational certificates for the meetings.	Tami Carl, CLP
<u>Employment:</u> This committee shall be responsible for compiling and maintaining a list of legal professionals looking for work and a list of law firms looking for employees, and distributing such information as requested.	Pam Wilcox
<u>History:</u> This committee shall maintain a record of the meetings and events of the chapter and make the most recent photo album and/or scrapbook available at each meeting.	
<u>Holiday Charity:</u> This committee assists in selecting a holiday charity and helps coordinate the activity.	Jen Robinson, Lois Umphrey
<u>Member of the Year:</u> This committee shall prepare and publish a Member of the Year nomination form in the <i>Pleadings</i> each year, and meet to select the most qualified candidate for the chapter's award from among the candidates. The chair of this committee shall present the award to the most qualified candidate at a monthly meeting to be designated by the committee.	
<u>Membership Committee.</u> Welcomes new members to meetings; sends out new member packets to interested individuals; presents certificates and pins to new members, and more.	
<u>New Member Orientation.</u> Follow up with new members with regard to their expectations, ask for feedback, and reconfirm what they are looking for from NALS. Write a new member column for the Newsletter.	Tami Carl, CLP
<u>Newsletter:</u> This committee shall be responsible for compiling and editing information for the <i>Pleadings</i> each month.	Nancy Thomas, PLS Paula Steffey, PP, CLP-SC, CWCP
<u>Nominations:</u> Three volunteers are needed for this committee. This committee shall be responsible for seeking and accepting qualified nominations for elective offices in the spring of 2020 and presenting its report and slate of officers for vote in March of 2020.	
<u>Programs and Speakers:</u> This committee shall plan the monthly programs and secure speakers for the FY 2019-2020 general membership meetings.	Tierney Tubergen Tami Carl, CLP
<u>Public Relations/Marketing:</u> This committee shall be	

<u>COMMITTEE</u>	<u>VOLUNTEERS</u>
responsible for public relations and marketing as shall be deemed necessary and/or as requested by the Board of Directors.	
<u>Reservations:</u> This committee shall be responsible for selecting the location of the general membership meetings, collecting the reservations for those meetings, and preparing the reservations/notice forms for advertisement in the <i>Pleadings</i> each month, notifying the members of the place and time of the meetings.	Tierney Tubergen
<u>Scholarship:</u> This committee shall be responsible for contacting the various colleges and high schools regarding applications for the Jo Spaulding Memorial Scholarship. They shall also meet to select the winner of the scholarship and present the scholarship(s) to the winner(s) at the general membership meeting, usually held in June.	Pam Wilcox – Chair Jen Robinson Deb Koppers
<u>Summer Outing/Social:</u> This committee shall plan the chapter’s summer outing and other social activities. In the past we have attended the Barn Theatre as a group, we held wine and cheese tasting events, and more. All ideas are good ideas.	Cathy Zackery, CLP Brittany Minix
<u>Ways and Means:</u> This committee shall be responsible for fundraising for the chapter. In FY 2019-2020, there were a variety of different fundraisers, including: (i) continued attorney directory sales, (ii) Koeze nut sales, (iii) Kalamazoo Speedway raffle, (iv) monthly meeting raffles, (v) Rada Cutlery fundraiser. Other ideas are open for consideration.	(i) Paula Steffey, PP, CLP-SC, CWCP (ii) Nancy Thomas, PLS (iii) Kim Snow, PP, PLS (iv) Nancy Thomas, PLS (v) Paula Steffey, PP, CLP-SC, CWCP
<u>Website and Technology.</u> This committee maintains and updates the chapter’s website and Facebook account as needed.	
<u>Welcome Committee.</u> Greets and welcomes members at all meetings and NALS functions and helps make members feel welcome. Comes up with ideas to keep members engaged.	
<u>Service Projects/Community Giveback.</u> This committee shall be responsible for organizing two hands on activities/opportunities a year.	Tami Carl, CLP
<u>Court Observance Day.</u>	Tami Carl, CLP
<u>Mentor Program:</u> Mentor a new NALS member. Must be a NALS Member in good standing, actively participates and supports NALS of Greater Kalamazoo, and willing to commit to the mentor program.	Cathy Zackery, CLP Shawn Brew

Note: all officers and committee chairs are part of the Executive Committee and are invited to attend all Board Meetings.



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NALS of Greater Kalamazoo Membership Meeting and CLE

Tuesday, June 25, 2019

Jac's Cekola's Pizza

7640 S. Westnedge Avenue

Portage, MI 49002

269.321.2121

SPEAKER

Brendan Guilford
Guilford Law, PLLC

TOPIC

**Online Banking: Non-
Traditional Stores of
Value and Discovery
Challenges Related
Thereto**



Attorney Brendan Guilford was born and raised in Kalamazoo County. He currently runs his own practice, Guilford Law, PLLC.

Attorney Guilford's areas of practice are primarily focused within family law, including divorce, post-judgment modifications, paternity matters, domestic violence and child support-related issues. Additionally, Attorney Guilford routinely assists new and existing clients with their estate planning needs. He has also previously assisted clients with legal issues relating to community association law, business litigation, defamation, employment law and landlord-tenant law.

AGENDA

5:30 p.m. – Networking

6:00 p.m. – Dinner

6:30 p.m. – Speaker Presentation (CLE)

Scholarship Awards Presentation will follow the CLE.

A short chapter business meeting will follow the Scholarship Awards.

MENU

Buffet Dinner including:



- **Pizza** (a variety of different pizzas, including one gluten-free pizza, and one gluten-free AND dairy-free pizza)
- **Chips and Salsa**
- **Caesar Salad**
- **Garlic Bread**

Price Per Person: \$16.00

Tax, tip and non-alcoholic drink included in the price. Alcoholic drinks are available at your cost.

RESERVATION PROCEDURE

E-mail your reservation to Tierney Tubergen at tubergent@millerjohnson.com or call (269) 226-2972 **no later than noon on Friday, June 21st** to reserve your spot. Give your payment to Shawn Brew, NALS Treasurer, at the meeting. Checks are welcome. If you pay in cash, please bring the exact amount. **SORRY, BUT ONCE THE RESERVATIONS HAVE BEEN CALLED IN, YOU WILL BE RESPONSIBLE FOR PAYMENT FOR YOUR ORDER IF YOU HAVE TO CANCEL AND DO NOT FIND A REPLACEMENT.**

2018 - 2019 Officers

Paula Steffey, PP-SC, CLP, CWCP, President
Phone: 377-9341; westernmom40@gmail.com

Kathleen Hutchins, PLS, Vice President
Phone: 568-5122; kehutch60@yahoo.com

Samantha Wilder, Recording Secretary
Phone: 870-5329; sgwilder22@yahoo.com

Tierney Tubergen, Corresponding Secretary
Phone: 226-2972; tubergent@millerjohnson.com

Shawn Brew, Treasurer
Phone: 692-5244; shawn@woznickilaw.com

Nancy Thomas, PLS, Director
Phone: 381-7030; thomasn@millercanfield.com

Michele Guyman, Immediate Past President
Phone: 586-557-4054; mightymmo@sbcglobal.net

Nancy Thomas, PLS, Parliamentarian
Phone: 381-7030; thomasn@millercanfield.com

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Nancy Thomas, PLS, *Pleadings* Editor
Phone: 381-7030; thomasn@millercanfield.com

CALENDAR

Next Board Meeting

Tuesday, July 9, 2019

5:30 p.m.

Location: Goidosik Morse

June General Membership Meeting

June 25, 2019

5:30 p.m.

Jac's Cekola's Pizza

**Program: On-Line Banking/Discovery Issues
Scholarship Presentation**

NALS of Greater Kalamazoo

Social Event

Wednesday, June 19, 2019

6:00 p.m.

Make Studio

3410 Gull Road, Kalamazoo

NALS of Michigan Social Event

August 17, 2019

Traverse City



**NALS of Greater Kalamazoo
P.O. Box 50221
Kalamazoo MI 49005**