

## RHODE ISLAND WOMEN'S BAR ASSOCIATION NEWSLETTER

### HOW TO GET INVOLVED THIS MONTH:



#### Volunteer with College Visions!

College Visions is an organization in Providence that helps low-income and first-generation students attain their goals of attending and graduating from college.

They are looking for volunteers to conduct mock interviews on Saturday, October 19, assist students with financial aid forms November 19-21, and help students with college applications on the first two weekends of December. College Visions will provide volunteer training.

If you are interested in volunteering, please contact Monephia at [monephia@collegevisions.org](mailto:monephia@collegevisions.org). Learn more about College Visions at their website, <https://collegevisions.org/>.

### UPCOMING EVENTS:

#### OCTOBER

**Thursday, October 17, 2019.** Millennial RI's Adulthood 101 Series is hosting an event that's great for lawyers looking to enhance their professional reputation: *Building Your Brand!* From 6:00 p.m. to 8:00 p.m., at Ting Barnard's Studio in Providence, join Millennial Rhode Island and Bank Newport to learn steps on how to build and communicate your brand, both online and offline. For more details on this workshop, check out the event page on Eventbrite, located [here](#).

**Sunday, October 20, 2019.** Hundreds of women will come together for the annual Making Strides of Providence for its annual three-mile walk through downtown Providence. This is a great chance to get outside, enjoy the fall weather, and support the fight against breast cancer! Get event details, including how to register for the walk, [here](#).

#### NOVEMBER

**Thursday, November 7, 2019.** Children's Friend is kicking off their annual *Spirit of Giving Holiday Drive!* Join them at Skyline at Waterplace in downtown Providence from 5:30 p.m. to 8:00 p.m. for door prizes, free appetizers, and a cash bar. Their [event page](#) will be updated soon with more information on the annual drive. Be sure to save the date for the big kickoff for the drive, and watch your email for more details on how RIWBA members can participate in the drive again this year!



**UPCOMING EVENTS, CONTINUED:**

**Friday, November 15, 2019.** This year’s Roger Williams University School of Law Symposium is on a timely topic: *Adjudicating Sexual Misconduct on Campus: Title IX and Due Process in Uncertain Times*. The all-day program will take place at the law school’s Bristol Campus. Get more details, including how to register, [here](#).

**Wednesday, November 20, 2019.** Mark your calendars! Our annual Newsmaker event will be Wednesday, November 20 from 5:30-7:30 PM at Bravo at 123 Empire Street, Providence. We’re thrilled to announce that Deborah Gonzalez, Director of the Immigration Clinic at the Roger Williams University School of Law, will be our featured Newsmaker! To see more of Attorney Gonzalez in the news, check out her recent television interview [here](#), and watch your inbox for more details on this upcoming event!



**REMINDERS/ANNOUNCEMENTS:**

**Have you signed up for a RIWBA Committee yet?** They’re a low-stress, high-impact way to get involved, and we’ve got so many to choose from! There’s the *Events Committee* for the party planners, the *Social Media & Website Committee* for the Instagram influencers, the *Community Engagement Committee* for the do-gooders, the *Membership Committee* for the ones who think their fellow members are the best thing about RIWBA (we agree!) and the *Newsletter Committee* for the ones who are reading articles in *The Atlantic* about [the coming crash in the consumer tech industry](#) when they should probably be billing. Want to join one? Email the Committee Chair today!

Committee	Chair	Contact Information
Events Committee	Kelly McGee	Kelly.mcgee@lifespan.org
Social Media & Website Committee	Etie-Lee Schaub	etieschaub@gmail.com
Community Engagement Committee	Lynne Barry Dolan	ldolan@hinckleyallen.com
Membership Committee:	Kristen Whittle	kwhittle@bglaw.com
Newsletter Committee	Kelly Kincaid	kkincaid@apslaw.com

**MEMBER NEWS:**

**New firm, role, or honor? New publication?** If you have an announcement to share in our newsletter, or better yet – if you’d like to brag on one of your fellow members – please email [Stephanie Michel](#) and we’ll include it in a future edition!

**ARTICLES AND RESOURCES OF INTEREST:**

**More Female Athletes Making History.** Simone Biles. Coco Gauff. Brigid Kosgei. You’ll want to remember their names. This trio of female athletes just had quite a weekend! Read about their amazing accomplishments [here](#). (CNN)



## ARTICLES AND RESOURCES OF INTEREST, CONTINUED:

**More Female Aviators.** A Delta flight operated exclusively by women, and carrying 120 young females as passengers, took off this week to inspire more women to become aviators and advocate for equality in a "male-dominated industry." Read more about this awesome story [here](#). (Time)

**More . . . Burlesque?** A law firm in New Orleans, perhaps bored with the usual golf tournaments and cocktail hours to woo potential clients, is hosting a burlesque event, a fascinating but risky choice. Because whatever your views on the cultural merits of burlesque as an art form may be, the event flyer is . . . [aggressive](#). (*Above the Law*)



**Less Manscaping.** Check out the "City of Women" [map](#), which renames each of New York's subway stops after famous women. New York City has more than 200 statues and landmarks named after men. This map tries to flip the "manscaping" reality. (*WBUR*)

**Less Cyber Crime.** The U.S. Small Business Administration and its Center for Women and Enterprise has another great resources for you! Check out the end of this newsletter for tips on protecting your small business from cyber-attacks.

## EMPLOYMENT:

**Are you hiring?** Know someone looking for a top-notch applicant for an open legal position? Contact [Stephanie Michel](#) to add an opportunity to our Employment section.

## MONTHLY MEMBER SPOTLIGHT:

The Monthly Member Spotlight is your cheat sheet to the incredible women who are your fellow RIWBA members. Keep an eye on your inbox, because you might be next!

This month, we are delighted to spotlight **Kyla Davidoff**, in-house counsel at Old Dominion Freight Line, Inc.

**What was your first paying job?**

When I was 16 I worked at a small local gift shop walking distance from my house called “Stuf ‘n Such”. I wrapped gifts, worked the cash register, and helped customers. It was a fantastic first job with great people.

**What is one of the kindest things someone has done for you?**

My best friend flew out from San Diego to live with me for the last month of my pregnancy while my husband was out of the country for work. She helped me with the things I couldn't/shouldn't do and was there just in case baby came early (which baby did not, thankfully!). It was an incredible gesture of kindness; she is like a sister and we are so lucky to have her in our family!



**Can you share something about yourself that others would be surprised to learn?**

My husband and I love adventurous trips and have traveled to a number of places many people wouldn't even consider visiting – Madagascar, Namibia, and India to name a few!

**What is the last book you read?**

I have a commute so I “read” books as audiobooks. I just finished Eleanor Oliphant is Completely Fine by Gail Honeyman and really enjoyed it. My all-time favorite audiobook remains Born a Crime by Trevor Noah.

**In fifty words or fewer, describe what you want other RIWBA members to know about your practice.**

I am in-house with Old Dominion Freight Line, Inc. and am focused on contracts (both vendor and customer). As a member of a tiny legal department, I also get to take on a surprising array of miscellaneous corporate matters and am always learning new areas of the law.

**NEXT MONTH'S ISSUE:**

Have something you would like to see in the next newsletter? Let us know by **Thursday, October 31** to include it in the latest edition. And as always, thanks for reading!

**Kelly Kincaid, Chantal Bromage, Stephanie Michel, and Samantha Vasques**

***RIWBA Newsletter Committee***

# **SMALL BUSINESS CYBERSECURITY**

From: Lana M. Glovach, U.S. Small Business Administration ([SBA](#))

Cyber attacks are a growing threat for small businesses and the U.S. economy. According to the [FBI's Internet Crime Report](#), the cost of cybercrimes reached \$2.7 billion in 2018 alone.

Small businesses are attractive targets because they have information that cybercriminals want, and they typically lack the security infrastructure of larger businesses. According to a recent SBA survey, 88% of small business owners felt their business was vulnerable to a cyber attack. Yet many businesses can't afford professional IT solutions, they have limited time to devote to cybersecurity, or they don't know where to begin.

Start by learning about common cyber threats, understanding where your business is vulnerable, and taking steps to improve your cybersecurity.

## **Common threats**

Cyber attacks are constantly evolving, but business owners should at least be aware of the most common types.

### **Malware**

Malware (malicious software) is an umbrella term that refers to software intentionally designed to cause damage to a computer, server, client, or computer network. Malware can include viruses and ransomware.

### **Viruses**

Viruses are harmful programs intended to spread from computer to computer (and other connected devices). Viruses are intended to give cybercriminals access to your system.

### **Ransomware**

Ransomware is a specific type of malware that infects and restricts access to a computer until a ransom is paid. Ransomware is usually delivered through phishing emails and exploits unpatched vulnerabilities in software.

### **Phishing**

Phishing is a type of cyber attack that uses email or a malicious website to infect your machine with malware or collect your sensitive information. Phishing emails appear as though they've been sent from a legitimate organization or known individual. These emails often entice users to click on a link or open an attachment containing malicious code. After the code is run, your computer may become infected with malware.

## [Assess your business risk](#)

The first step in improving your cybersecurity is to understand your risk of an attack and where you can make the biggest improvements.

A cybersecurity risk assessment can identify where a business is vulnerable and help you create a plan of action—which should include user training, guidance on securing email platforms, and advice on protecting the business's information assets.

### **Planning and assessment tools**

There's no substitute for dedicated IT support—whether an employee or external consultant—but businesses of more limited means can still take measures to improve their cybersecurity.

#### **FCC Planning Tool**

The Federal Communications Commission offers a [cybersecurity planning tool](#) to help you build a strategy based on your unique business needs.

#### **Cyber Resilience Review**

The Department of Homeland Security's (DHS) [Cyber Resilience Review \(CRR\)](#) is a non-technical assessment to evaluate operational resilience and cybersecurity practices. You can do the assessment yourself.

#### **Cyber Hygiene Vulnerability Scanning**

DHS also offers free [cyber hygiene vulnerability scanning](#) for small businesses. This service can help secure your internet-facing systems from weak configuration and known vulnerabilities. You will receive a weekly report for your action.

## [Cybersecurity best practices](#)

### **Train your employees**

Employees and emails are a leading cause of data breaches for small businesses because they are a direct path into your systems. Training employees on basic internet best practices can go a long way in preventing cyber attacks.



Training topics to cover include:

- [Spotting a phishing email](#)
- [Using good browsing practices](#)
- [Avoiding suspicious downloads](#)
- [Creating strong passwords](#)
- [Protecting sensitive customer and vendor information](#)

### **Raise awareness about cybersecurity**

Consider displaying materials in your workplace to raise awareness about cybersecurity. The Department of Homeland Security's "[Stop.Think.Connect](#)" campaign offers posters, brochures, and other materials for download.

### **Maintain good cyber hygiene**

#### **Use antivirus software and keep it updated**

Make sure each of your business's computers is equipped with antivirus software and antispyware, and update them regularly. Such software is readily available online from a variety of vendors. All software vendors regularly provide patches and updates to their products to correct security problems and improve functionality. Configure all software to install updates automatically.

#### **Secure your networks**

Safeguard your Internet connection by using a firewall and encrypting information. If you have a Wi-Fi network, make sure it is secure and hidden. To hide your Wi-Fi network, set up your wireless access point or router so it does not broadcast the network name, known as the Service Set Identifier (SSID). Password protect access to the router.

#### **Use strong passwords**

Using strong passwords is an easy way to improve your cybersecurity. Be sure to use different passwords for your different accounts. A strong password includes:

- 10 characters or more
- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character

#### **Multifactor authentication**

Multifactor authentication requires additional information (for example, a security code sent to your phone) to log in. Check with your vendors that handle sensitive data,

especially financial institutions, to see if they offer multifactor authentication for your account.

### **Protect sensitive data and back up the rest**

#### **Back up your data**

Regularly back up the data on all computers. Critical data includes word processing documents, electronic spreadsheets, databases, financial files, human resources files, and accounts receivable/payable files. Back up data automatically if possible, or at least weekly, and store the copies either offsite or on the cloud.

#### **Secure payment processing**

Work with your banks or card processors to ensure the most trusted and validated tools and anti-fraud services are being used. You may also have additional security obligations related to agreements with your bank or processor. Isolate payment systems from other, less secure programs, and do not use the same computer to process payments and surf the Internet.

#### **Control physical access**

Prevent access or use of business computers by unauthorized individuals. Laptops can be particularly easy targets for theft or can be lost, so lock them up when unattended. Make sure a separate user account is created for each employee, and require strong passwords. Administrative privileges should only be given to trusted IT staff and key personnel.

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The SBA wants to help your small business plan for success. To learn more about the SBA's programs and services, please contact Lana Glovach, SBA Economic Development Specialist, at [lane.glovach@sba.gov](mailto:lane.glovach@sba.gov) or 401-528-4575. Assistance is available in languages other than English, including Spanish, and all SBA programs and services are extended to the public on a non-discriminatory basis.