

DRAFT NOTES – October 13, 2022
Lunch Meeting – CCA Associates Program

1. Upcoming Meetings
 - a. Once every two months, starting in December.
 - i. **Next meeting: December 12 @ 10-11:30 am Eastern / 7-8:30 am Pacific**
 - b. Meetings will be set as we move forward; to be re-scheduled if one of three associates cannot make it.
 - c. Meeting topics – TBD with input from Associates and Mentors.
 - i. Consult topics previously circulated by email; Associates to think about and discuss with Mentors.
 - ii. Send ideas to Gene and Mentors
 - d. Associates take turns taking notes at each meeting (starting with Jiyun, next up Lisa, then Scott); draft notes to be reviewed by Gene, approved by Ty.
 - i. Notes to be shared with the Board, made available more generally, including possibly on website.
 - ii. Purpose – to be used as evaluation tool for program
2. What would be helpful to Associates?
 - a. Education and resources – arbitration list-serve
 - b. Advice re marketing / How to become known in the field
3. Role of CCA vs. Mentors
 - a. CCA to provide education; mentors to offer guidance on how to expand arbitration practice, including participation in other organizations (both national and local)
 - b. Share notes as to what each Mentor/Associate pairs (or trios) are doing, so everyone can benefit from collective experience.
 - i. At each bi-monthly meeting, take 10 minutes to discuss next steps for Mentors/Associates and best practices.
4. General Advice from Ty, Joanne, Mark, Sandy, Allison, Harrie, and others:
 - a. Be conscientious and intentional, so that you are using time and energy to develop a critical mass of background experience/expertise.
 - i. Develop a plan and focus your resources.
 - ii. Within 2-3 years, Associates can be well-known, especially given the emphasis at various organizations (such as AAA) for developing diverse arbitrators.

- b. Identify or develop a specialty
 - i. It can be helpful to develop a reputation in a particular area (e.g., technology, maritime) then leverage that expertise to develop your reputation, both externally and with case managers.
 - c. Cultivate relationships with case managers and regional VPs.
 - i. Do the paperwork on time and be responsive! This is especially important for specialty panels at AAA.
 - ii. Attend specialty panel conferences, and develop relationships with AAA staff
 - d. Plant a lot of seeds and attend meetings, with the intention of learning (rather than with the intention of walking away with case appointments). Take on papers or speaking opportunities, then honor the commitments you make.
5. Opportunities within CCA
- a. Committee involvement within CCA:
 - i. Associates can participate in committee meetings and volunteer to do the work.
 - ii. Key is to demonstrate interest and work with others. Deliver the work product that you said you would deliver
 - iii. By getting involved and working with Fellows, give them the confidence to recommend Associates for future opportunities.
 - b. Look for opportunities to co-author articles with Mentor or another Fellow
 - c. Moderate panel or find speaking opportunities, either at committee level or even within the Associates program
 - d. Associates Page on CCA Website
 - i. Use as place for publishing information regarding the program, including possibly publishing notes of our meetings so that they can be resources in the future.
 - ii. Bios of current Associates should be published on the website.
 - iii. Associate program was announced by email – what about social media (LinkedIn post that we can share)?