

# 9 Rules of Engagement for CAC Meetings

## 1. Show up on time and come prepared

Be prompt in arriving to the meeting and in returning from breaks.  
Be prepared to contribute to achieving the meeting goals.  
Come to the meeting with a positive attitude.

## 2. Stay mentally and physically present

Be present, and don't attend to non-meeting business.  
Listen attentively to others and don't interrupt or have side conversations.  
Treat all meeting participants with the same respect you would want from them.

## 3. Contribute to meeting goals

Participate 100% by sharing ideas, asking questions, and contributing to discussions.  
Share your unique perspectives and experience, and speak honestly.  
If you state a problem or disagree with a proposal, try to offer a solution.

## 4. Let everyone participate

Share time so that all can participate.  
Be patient when listening to others speak and do not interrupt them.  
Respect each other's thinking and value everyone's contributions.

## 5. Listen with an open mind

Value the learning from different inputs, and listen for the future to emerge.  
You can respect another person's point of view without agreeing with them.  
Respect each other's thinking and value everyone's contributions.

## 6. Think before speaking

Seek first to understand, then to be understood.  
Avoid using idioms, three letter acronyms, and phrases that can be misunderstood.  
It's OK to disagree, respectfully and openly, and without being disagreeable.

## 7. Stay point and on time

Respect the groups' time and keep comments brief and to the point.  
When a topic has been discussed fully, do not bring it back up.  
Do not waste everyone's time by repeating what others have said.

## 8. Attack the problem, not the person

Respectfully challenge the idea, not the person.  
Blame or judgment will get you further from a solution, not closer.  
Honest and constructive discussions are necessary to get the best results.

## 9. Share information

Record issues discussed, decisions made, and tasks assigned.  
Share meeting reports with meeting participants.  
Share meeting outcomes with other stakeholders that should be kept in the loop.



# Activity vs. Accomplishment

What is more important? Keeping busy? Or, getting something done? In an odd way, both are intertwined, yet quite different. How so?

One can stay busy with activities but not accomplish anything.

Through too many decades to count and at least seven different career paths, I have found that *accomplishment* is more important than mere *activity*. The only problem is being able to determine whether or not an activity results in an accomplishment.

How can you tell when an activity will or will not result in an accomplishment?

First, there is a requirement to know what accomplishment is expected. That requires specific objectives which, in turn, require specific methods, procedures, milestones, and all the other basic steps used to reach an accomplishment.

Second, each activity then can be examined to determine if the effort will lead toward an accomplishment (objectives, goals, milestones, etc.).

Seems simple enough, right? Yes, it's easier said than done.

Here's an example.

I once had a job as a product manager for a local phone company. Every few days someone would come to my desk and drop off a large stack of printed reports about two inches thick. After a month on the job, the stack had reached nearly two feet in height.

Then, one morning I asked the delivery person— an activity-minded person from the data department— what the papers were. She didn't know. They were printed out every few days and then delivered to my desk.

I asked around and nobody knew what was on the reports. So, I asked them to stop printing them. That ended the activity. Nothing was ever mentioned by anyone about the reports. Not only did it save time but the end to that *activity* probably saved a few trees, too (pre-public internet era).

Jobs and lives are filled with activities that may not be related to an accomplishment. How about a definition?

Activity:

The state or quality of being active; nimbleness; agility; vigorous action or operation; energy; active force; as, an increasing variety of human activities. Something done as an action or a movement. Something done for pleasure or entertainment, especially one involving movement or an excursion.

Accomplishment:

The act of accomplishing; entire performance; completion; fulfillment; as, the accomplishment of an enterprise, of a prophecy, etc.

That which completes, perfects, or equips thoroughly; acquirement; attainment; that which constitutes excellence of mind, or elegance of manners, acquired by education or training.

Activities are movement-based. Accomplishments are completion and objective-based.

Choose wisely.

The greatest  
enemy of  
knowledge  
is not  
ignorance,  
It is the  
illusion of  
knowledge

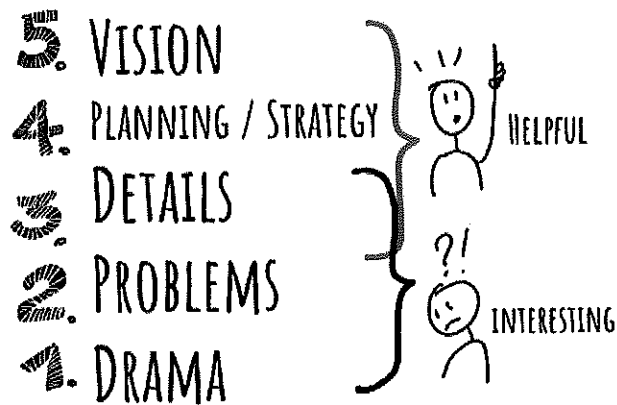


Vision is a so-called helicopter view, seeing the bigger picture.

Why are we doing this? Why is it important?

What do we want to accomplish?

When we focus on visions, problems gain more context and cease creating unnecessary drama or touching you personally.



The level of planning and strategy is highly productive, as it is aimed at solving a problem: it stimulates to be more solution-oriented rather than detail-based or focused on just the problem itself.

What should we do?

What priority steps are needed to be taken right now?  
Always come with a plan A, B, C and consider plan D.

# 1

## FORMING

BEFORE

Members only get acquainted, carefully get to know each other, everyone is excited about a fresh start at work.

AFTER

We are getting used to seeing the same faces on the screens of laptops and smartphones. Enthusiasm is often high at this stage, as this is a new experience for the team: saving time, previously spent on

# 2

## STORMING

The team starts having their first structural and personal conflicts along with realizing the imperfection of working processes and revealing the weaknesses of the framework.

In terms of quarantine and crisis we are starting to re-evaluate our long-time colleagues, previous workflow models no longer work, while the new ones have not yet proved their effectiveness. The team is getting nervous, the temperature is rising.

# 3

## NORMING

The team already understands the workflow, the individual contribution, communication tools and also each other's strengths. Team rituals and united rituals are formed.

There comes first awareness that the self-isolation regime will last long. Everyone adapts at their own pace. New rules for online meetings, online communication and virtual etiquette are being established.

# 4

## PERFORMING

Work speed is excellent, the team is confident, motivated, knows their strengths and weaknesses, the team is able to work independently.

The team has learned how to work in new conditions, brought back most of their former productivity and established new high-quality processes.

# 5

## ADJOURNING

The project is completed, the team finishes the work, the participants leave the team. The result is the lack of concentration on the goals or the exact opposite - increased efficiency.

Members return partly to an offline work mode or start constant "remote" work mode. Team members are reassigned.

### URGENT

### NOT URGENT

IMPORTANT

#### DO FIRST

THE FIRST FOCUS IS ON THE URGENT IMPORTANT TASKS YOU NEED TO DO ON THIS DAY

#### SCHEDULE

IMPORTANT BUT NOT URGENT TASKS TO SCHEDULE AFTER "DO FIRST" TASKS

I GUESS SCROLLING SOCIAL MEDIA AND FREE ONLINE CROCHET EMBROIDERY COURSE IS THE ONE FOR ME

NOT IMPORTANT

#### DELEGATE

URGENT BUT NOT IMPORTANT TASKS TO BE DELEGATED TO OTHERS.

#### DON'T DO

NON-URGENT AND UNIMPORTANT TASKS THAT YOU DO NOT NEED TO DO AT ALL





# Vacant, Abandoned, Tax-Delinquent, and Foreclosed Properties

Over the past 40 years, a combination of conditions in many cities around the country has resulted in a growing incidence of vacant, abandoned, tax-delinquent, and foreclosed properties. There is extensive debate on what drives the “life cycle” of neighborhoods, from periods of decline and deterioration to their renaissance and rejuvenation. A much greater consensus exists as to the harms vacant and abandoned properties inflict on communities. As potential fire hazards and sites for drug trafficking, vacant and abandoned properties signal to the larger community that a neighborhood is on the decline, undermining the sense of community and discouraging any further investments. These disinvestments often spread across neighborhoods and affect the overall health of a city.

While both pose significant problems, vacancy and abandonment are not synonymous. Vacancy can be defined as property that is unoccupied. It is more common in commercial areas, and oftentimes a property is vacant simply because a property owner is holding onto it as a long-term investment. Abandonment, on the other hand, is a far stronger concept. An abandoned property suggests that the owner has ceased to invest any resources in the property, is foregoing all routine maintenance, and is making no further payments on related financial obligations such as mortgages or property taxes. Though abandoned by the owner, tenants may still occupy the property, or squatters may live there without permission.

Properties that are vacant and abandoned are often tax-delinquent as well. In fact, property tax delinquency is the most significant common denominator among vacant and abandoned properties. Tax-delinquent properties are problematic for local governments not only because of the likelihood that they are vacant and abandoned, but also because of their negative impact on tax revenues. While some property owners may fail to pay property taxes due to a lack of financial resources, others choose to “milk” the equity from the property and then abandon it. The lengthy periods of time required by antiquated property tax foreclosure systems only encourage a property owner’s decision to neglect further investments. In the vast majority of cases, the failure to pay property taxes signals the eventual fate of the property because it has long been recognized as a signal of eventual abandonment. However, tax delinquency is only an overlapping characteristic. Even occupied properties in excellent condition may be tax-delinquent, usually by inadvertence though occasionally by design.



# Home Maintenance: The Complete Checklist

## Monthly

- Test smoke detectors
- Deep cleaning
- Inspect fire extinguishers
- Clean garbage disposal
- Unclog drains
- Clean the range hood and filter
- Replace HVAC filters (every 3 months)

## Spring

- Wash outside windows and siding
- Clean gutters and downspouts
- Pump the septic tank (if you have one)
- Inspect roof and chimney for any damage or leaks
- Service air conditioning system
- Apply pre-emergent to lawn
- Re-seal the deck, fence, and other outdoor woodwork
- Inspect driveway and other exterior concrete pathways
- Inspect your sprinkler heads, test the irrigation system

- Spray for mosquitos and other bugs
- Repair damaged screen doors and windows
- Sharpen lawnmower blades

## Summer

- Clean the grill and refill propane tank
- Mulch garden beds
- Exterior paint touch-ups
- Inspect and clean dryer vent
- Clean refrigerator coils
- Clean bathroom vent fans
- Test your home alarm
- Sanitize trash and recycle bin
- Fertilize the lawn

## Fall

- Service heating system
- Schedule a chimney sweep
- Put outdoor furniture and grill into storage
- Seal cracks on windows and doors
- Turn off outdoor water

- Winterize sprinkler system
- Rake leaves
- Clean gutters and downspouts
- Overseed and aerate the lawn
- Ensure pipes are well insulated
- Check attic vents

## Winter

- Prepare for a storm (water, non-perishables, batteries, flashlights etc.)
- Protect entryways (mats, weather stripping)
- Check insulation and add to areas that need more
- Protect your AC unit with a piece of plywood
- Insulate hot water tank
- Purchase a humidifier
- Secure steps and handrails
- Install storm windows and doors
- Remove window screens
- Set heat to 55 or higher



# Home Maintenance Checklist

Staying on top of your home's regular maintenance can reduce the number of costly repairs you'll have to make. Regularly checking your exterior, plumbing, heating and cooling, electrical, appliances, and security prevents breakdowns and keeps your home looking its best. Use this list to help schedule your monthly and seasonal updates, repairs, and cleaning. Items may need to be checked more often depending on local conditions and manufacturer suggestions.

## MONTHLY

- Clean or replace HVAC filters
- Deep clean
- Test/inspect each smoke alarm, CO detector, & fire extinguisher
- Clean kitchen drain/garbage disposal
- Unclog drains

## SPRING

- Clean gutters & downspouts
- Vacuum fridge coils
- Clean and/or replace windows & screens
- Inspect roof & siding for damage
- Sharpen lawn mower blades
- Refinish exterior wood surfaces (e.g. deck)
- Inspect driveway and other concrete paths
- Service air conditioning unit
- Clear lint from dryer vent
- Inspect septic tank (if applicable)
- Fertilize your lawn

## FALL

- Service heating system
- Vacuum fridge coils
- Schedule a chimney sweep
- Put outdoor furniture in storage
- Fix weather stripping and seal cracks
- Rake leaves
- Winterize sprinklers and hoses
- Aerate lawn
- Drain sediment from hot water heater
- Clean gutters & downspouts
- Clean window wells

## SUMMER

- Check your home for insect activity
- Vacuum fridge coils
- Mulch garden beds
- Clean kitchen hood and exhasut fan filter
- Ensure ceiling fans run counter-clockwise
- Clean grill and fill propane tank

## WINTER

- Remove screens
- Vacuum fridge coils
- Install storm windows and doors
- Clean kitchen hood and exhasut fan filter
- Test your sump pump
- Ensure ceiling fans run clockwise

