

## DISTRIBUTION CENTER OVERSIGHT COMMITTEE REPORT DECEMBER 2018

1. The committee reviewed the November end of month inventory levels in the Signal Hill Warehouse and the three Amazon sales channels. – **Completed**
2. The committee completed its report of a UK literature delivery system that will be comparable to the costs paid by US based groups and allow the UK to reduce their shipping costs. The plan was delivered to the board at the December 13<sup>th</sup> working session meeting – **Completed**
3. Received and reviewed a consolidated sales report that merged the monthly sales by outlet as well as the inventory removed due to damage or internal uses such as H&I or Public Outreach while factoring in the monthly beginning and ending inventory counts. - **Completed**
4. Requested again that the office staff insert the approved privacy policy in the shopping cart to conform to recent regulations passed in European countries. – **Pending**
5. Corrected import errors between the shopping cart and accounting program by upgrading the current version of Webgility Unify to the most recent release. – **Completed**
6. Reviewed and endorsed a request by the office to add additional pallet racks to the existing warehouse area. – **Completed**