

## DISTRIBUTION CENTER OVERSIGHT COMMITTEE REPORT DECEMBER 2019

The DCOC has been very busy this past month with numerous projects in addition to their regular monthly duties of reviewing inventory levels and office oversight.

1. Reviewed and discussed the monthly inventory statistics, pending orders, and inventory movements with the office. – **Completed**
2. The UK in country printing project is proceeding along as mentioned in last month's report. The UK IG has received a copy of the first printing of the Soft Cover Big Red Book. Those are now printed as is the Newcomer Booklet. The other titles YWB, SMR Meditation, and LLWB are also printed but are awaiting binding. The UK online Book Store is in beta testing and is about to go live as soon as the ecommerce payment details are completed – **In Process**
3. The German VAT registration process has finally been completed using a third party proxy. We have our official tax registration number and will be uploading it to Amazon when the form is received from the proxy – **Completed**
4. The Committee was tasked with looking more deeply into the WSO Human Resources (HR) areas after a recent board discussion around our HR needs. As a result of that discussion the board asked the DCOC to look at HR consultants who could assess the WSO HR policies including procedures, documentation, employee files, and federal and state regulatory compliance. The committee performed an internal HR needs analysis and solicited 3 proposals from reputable firms. The committee is in the process of finalizing its report to the board. – **In Process**
5. The new IT Committee Chair, Sharon F., who joined the committee last month presented an IT Access policy for the committee's review. It was delivered at the last committee by Sharon and will be reviewed and discussed at upcoming DCOC meetings before being sent on for review by other committees and ultimately the full board. – **In Process**
6. The current office lease expires at the end of April and the committee has been discussing it with the operations manager and Executive Committee. The new owners broker was contacted and a conversation held about the lease. The new broker will get back to WSO with a proposed lease around the end of January. It will be a different type lease than we have had in the past with the former owners. It appears a result our lease rate will increase. – **In Process**
7. There has been much discussion about the WSO inventory management since it was first cited as an area of concern in our last Financial Audit. The board discussed it with our operations manager and our accountants at our Strategic Planning Meeting in October. Most of us realize there is a big problem between what we show on our books and what we have in our warehouses. So much so that our accountants feel we would not pass an audit if we were audited.

A lot of people don't think accounting is too important until they need it. If we cannot back up each inventory item and quantity to a recorded cost in our books and were audited, we would

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likely be in trouble according to the accountants. This could have more serious ramifications down the road and could even possibly jeopardize our 501(c)3 standing.

The DCOC is reviewing all of the separate issues so we can recommend to the board how to proceed to address this problem. Our accountants have presented a 4 phase action plan to give us the desired results and we are looking at utilizing volunteers and staff to accomplish the goal of accurate inventory accounting. – **In Process**

In service,

Bill D., Chair

Jim B., Vice Chair

Rich R., Trustee

Sharon F., IT Committee Chair