

## DISTRIBUTION CENTER OVERSIGHT COMMITTEE REPORT JANUARY 2020

The DCOC has been very busy again this past month meeting about 4 or 5 times to discuss two large special projects in addition to our regular monthly duties of reviewing and monitoring inventory and performing general 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 mentioned in last month's report has been completed and their website has gone live for placing orders. For anyone in Europe and beyond that wishes to purchase the core ACA books in the English language can go here: <https://aca-uk-bookstore.squarespace.com/> – **Completed**
3. The German VAT registration process was completed we have uploaded our official tax registration document to Amazon UK who in turn reactivated our selling account on Amazon UK's website. – **Completed**
4. The Committee was asked the previous month to investigate the WSO Human Resources (HR) needs of WSO and obtain 3 proposals from vetted HR firms. The committee reviewed the proposals from 3 firms and interviewed the two frontrunners in depth. The committee voted and sent its recommendation in the form of a motion to the Executive Committee who endorsed the recommendation and sent it to the board where it was discussed and approved. The service agreement was executed, supporting documentation exchanged, and payment arrangements completed. There is an onboarding call between all the parties and staff to define next steps scheduled for this coming Tuesday at 4pm EST – **Completed**
5. The IT Committee Chair, Sharon F., who joined the committee a couple of months ago reviewed the proposed IT Access policy with the committee and received support for it. The policy also received board support and will be part of Sharon's work in Signal Hill next month. – **Completed**
6. The current office lease expires at the end of April and Bill was asked to reach out to the new owner's representative last month. She was away on vacation leave until the first week of February but was able to speak with her by phone late yesterday. Preliminary new lease renewal terms were discussed which include a significant increase in the security deposit and monthly rent. A full report will be sent to the board in the next few days. – **In Process**
7. The WSO inventory management project proposal was discussed in depth by both the committee and board last month. The discussions solidified support for the project in the DCOC and a unanimous vote sent it to the board as a motion. The motion to engage O&S CPAs for the project was approved. IT Committee Chair Sharon was also approved to go to Signal Hill and work in conjunction with the accountants and staff the first week of March on the project as it not only involves Quickbooks and accounting processes, but also IT and other areas Sharon has had experience with during her career. A kick off meeting was held between the accountants and DCOC to launch the project with outcomes, processes, and timelines identified in advance. – **In Process**

In service,

Bill D., Chair

Jim B., Vice Chair

Rich R., Trustee

Sharon F., IT Committee Chair