

## DISTRIBUTION CENTER OVERSIGHT COMMITTEE REPORT MARCH 2020

The DCOC was unable to meet formally on its regular 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays this past month due to either the unavailability of several members who had scheduling conflicts or time constraints preparing for the virtual ABC AWC held a couple of weeks ago.

Despite not having a regular meeting the committee did continue to monitor inventory and perform general office operations oversight. The committee communicated via its channel on Slack and via email.

The items addressed since the last monthly Board Teleconference are:

1. Reviewed and approved the monthly inventory statistics, reviewed orders, and inventory movements by the office. – **Completed**
2. Presented the committee's annual report using a slideshow presentation to the delegates at the virtual ABC and posted the annual report both online and in the delegate binder. – **Completed**
3. Reviewed effects of 2 recent power outages at the office that knocked the security cameras and time clock offline and made them unavailable for access. Determined the back-up power supplies were inadequate to carry the equipment through more than a relatively short outage and requested the office order 2 larger units. They will be installed as soon as they arrive. – **Completed**
4. Sadly one of our members let the committee know this month they would not be able to continue to serve on the committee. We will miss Sharon F and thank her for her work on the committee.

Two members of the fellowship have volunteered to serve on the committee. We welcome Mark H from TN, and Emelia B from IL. We are always looking for people with experience in business, IT, publishing, logistics, etc to help our WSO continue to meet the demands of worldwide growth.

### Items Carried Forward

5. After the office was closed for a week when the Covid 19 Safer at Home order was first given, the DCOC has scheduled to review the office closing process with the Operations Manager who unfortunately has not been available to meet with the committee since prior to the closure on March 19<sup>th</sup>. This is still on the agenda for the committee when he can join the meeting. – **In Process**
6. The WSO inventory management project is ongoing and the committee members, our accountants, and 2 software vendors are working together to improve the accuracy of the data during automated download of sales orders from online sales platforms. This has been a time-consuming process as it has been an unusual intermittent problem that is not easy to trouble shoot. The changes will result in the inventory being tracked more accurately and will allow for better inventory management. A status report is attached. – **In Process**

In service for the committee,

Bill D., Chair

Rich R., Vice Chair

Jim B., Board Secretary

Lucia S., Finance Vice Chair

Mark H., Member at Large

Emelia B., Member at Large