

DISTRIBUTION CENTER OVERSIGHT COMMITTEE REPORT JUNE 2020

The DCO Committee met on its regular 2nd and 4th Wednesdays this past month.

The committee continued to monitor inventory and perform general office operations oversight. The committee also communicated via its channel on Slack and via email.

The items worked on since the last monthly Board Teleconference are:

1. Reviewed and approved the monthly inventory statistics, reviewed orders, and inventory movements by the office. It was noted we need to replenish Amazon CA. *Action Item 1:* The Committee approved the office replenishment recommendation. – **Completed**
2. The Amazon UK inventory was redistributed to mitigate Amazon's long-term storage fees. - **Completed**
3. The WSO inventory management project next steps for us is to compare a month-to-month rollforward with actual results on the following month's count. Any variances identified need to be looked into since we will now have proper beginning balances in QB. Last step would be a deliverable of best practices/internal control documents to maintain our inventory tracking so we are in good shape moving forward with adding/removing SKUs, matching quantities, etc. – **In Process**
4. The committee adopted the draft inventory SKU Addition and Removal Form and the office successfully used it to add the 2020 Virtual AWC SKUs to Shopify and the CPAs to add them in Quickbooks. They were also used to remove inactive SKUs from Amazon US. – **Completed**
5. The committee discussed the office request to order 10,000 Hard Cover BRB. This was approved and sent to the Executive Committee for board approval – **Completed**
6. The training was begun for alternative bookkeeping duties as one of the office staff will be out on medical leave for an extended amount of time. – **In Process**
7. The Sales Tax project continues to move forward. Finance and DCOC member Carol was granted elevated access to Shopify to perform backend tasks necessary to the integration with Tax Jar. We are now registered and collecting sales taxes in 24 states. We have enrolled 18 in autofile and have updated the digital tax overrides for those we are collecting taxes on. We are updating the tax exempt resellers in our system so the sales taxes won't be paid on their purchases – **In Process**
8. The office staff were added to the DCOC Slack channel which will greatly improve the flow of communication between the office and committee. – **Completed**
9. The committee worked on and approved a plan to print YWB in the German language to be sold on Amazon in Europe. The committee will prepare and send a motion to the board. – **Completed**

In service for the committee,

Bill D., Chair

Rich R., Vice Chair

Jim B., Board Secretary

Lucia S., Finance Vice Chair

Carol G., Member at Large