

DISTRIBUTION CENTER OVERSIGHT COMMITTEE REPORT AUGUST 2020

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

The committee continues 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 inventory with DC Staff. The end of the month reconciliation was very close. According to staff there were two SKUs over the 10 unit difference threshold and they will look into them with our accountants. These SKUs were a shortage of 1 case of soft cover Meditation books that might be on a pallet put together by the temp employee and a surplus of 28 of the softcover BRB. – **Completed**

It was noted that it might be close whether Amazon US BRB HC and YWB inventory would last until Bang can replenish. Staff had a call into Bang Printing to see whether they were going to get boxes to ship BRB to Amazon in the next week. Recommendation was made to bring in a temp to sticker a couple of pallets of BRB HC and YWB at Signal as a back-up in case Bang cannot ship books to Amazon before we sell out.

There are 10,000 BRB and 15,000 YWB on order and in production currently. No new inventory orders are needed at this time.

Amazon Inventory pullback condition. We are still waiting to hear from Chris at Martins. – **In Process**

At the end of the inventory discuss Bill asked if anyone thought purchasing inventory software would make the tracking and reporting of the complex inventory movements between ecommerce sites and warehouses more manageable. The majority of those present agreed it would. – **In Process**

Action Item 1: The DC Staff will review the inventory discrepancy and report back next month.

Action Item 2: The DC Staff will arrange to prepare pallets of BRB and YWB to ship from Signal Hill to Amazon.

2. German Yellow workbook update – Nick has not heard back from Chris at Martins about printing completion date. The office will take on the tasks associated with getting the German Yellow Workbook listed on Amazon. Some of the tasks are German YWB listing creation, labels and shipping logistics. – **In Process**

Action Item 3: Nick will begin process of setting up listing and shipment to Amazon.

Action Item 4: Bill to send an email to Chris for an estimated completion date of the German YWB printing. – **Completed**

3. The WSO inventory management project wrap up meeting was held with O&S Accountants. They handed over the rollforward inventory and a deliverable of best practices/internal control documents to maintain our inventory tracking to the committee so we are in good shape moving forward with adding/removing SKUs, matching quantities, etc. – **Completed**

Action Item 5: A staff training on the new inventory procedures will be held via Zoom on Monday 9/14 at 9:00 am PST (12:00 pm EST).

DISTRIBUTION CENTER OVERSIGHT COMMITTEE REPORT AUGUST 2020

4. Lucia gave an update on her bookkeeping work while our employee was on leave. She reported working on downloading orders from Shopify to QB and was going to talk with O&S about accruals for paying invoices. She also gave an update on the problem with Quickbooks and Webgility from last week. That the issue seemed to originate with sales tax accounts created in QB and then Amazon not importing them properly created errors. She also went over a download error on the 2020 AWC Coin sales via Shopify to QB. -

Completed

Action Item 6: Lucia will check into this with Jonathan and see why the coins are not downloading. –

Completed

Lucia presented a detailed report on her bookkeeping experiences during the staff member's leave. The bookkeeping report is attached to this committee's monthly report. There was considerable discussion around the manual processing of the 7th Tradition Contributions and their acknowledgment as a result of Lucia's findings. With the help of IT Committee different options will be explored to see if there is a better website interface than Shopify to use. – **In Process**

Action Item 7: Lucia will continue to work with O&S and there was a bookkeeping procedures meeting with staff to train on new procedures developed before staff begins working in QB again. - **Completed**

5. The OM gave a summary of the international Amazon work the office was involved in and the committee ranked the priority areas as setting up Amazon sales accounts in Australia, India, Japan, and Singapore. – **In Process**

Action Item 8: The office will prepare a matrix of what steps have been taken by country to set up new accounts that will be discussed at the next meeting.

6. The Reparenting Audio download is now live on the website and Bill reported the Add SKU form had been processed and sent to the accountants. No further action is needed from the office or DCOC on this matter at this time. – **Completed**
7. Board members David M and Sharon F joined the committee during August.

In service for the committee,

Bill D., Chair

Rich R., Vice Chair

Jim B., Board Secretary

David M., Board Vice-Chair

Sharon F., IT Committee Chair

Lucia S., Finance Vice Chair