

## DISTRIBUTION CENTER OVERSIGHT COMMITTEE REPORT MARCH 2021

The DCO Committee met on its regular 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays this past month. The committee continues to monitor inventory and perform general office operations oversight. The committee also communicates regularly via its channel on Slack and via email.

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

1. At the first meeting of the month staff reviewed the end of month inventory report. Keara mentioned the major variances in inventory that she noted last month had come back into reconciliation with the physical count done this month. Otherwise, the inventory was good with less than two hundred dollars of adjustments made.

Keara also reported that two shipments had been scheduled for Amazon US. She reported that there were a few glitches with the soft cover proofs getting finalized with Bang, but the order was now in with an estimated delivery date to WSO of 5/18. There are currently 1,213 at Signal Hill. Of that amount 672 are stickered in preparation of sending them into Amazon. That leaves us with 541 soft cover BRB's at Signal Hill for the next two months. If we run short at Signal Hill they can re-sticker the Amazon stock for sale at Signal Hill.

Keara had a question about an email she received from Nick before the meeting asking her to update the shopping cart website homepage to remove a button for the AWC medallions from last year and relocate a banner ad. She said she could remove the button but really wasn't able to move the banner. It required programming skills she does not possess.

Nick reported that Martins had received additional stock from Amazon but the workers who tallied that were on holiday and he would have that information at the next meeting. At the next meeting he will report on the ability of Martins to print the Hard Cover BRB with cost estimates. – **Completed**

### **Action Item:**

Nick is going to get an update on the final quantities and conditions of the books that were drawn down from Amazon and returned to Martins Printing in the UK and if Martins can do the printing of Hard Cover books for Amazon fulfillment with cost estimates at the next meeting.

### **Action Item:**

Keara will put together an order shipment for the UK Amazon inventory replenishment.

### **Action Item:**

Help from the IT Committee may be needed to reposition the 10% Off banner ad in Shopify.

At the second meeting of the committee later in the month no actionable inventory items were discussed. – **Completed**

2. **Martins printers-** Nick has been in contact with Chris at Martins. Went over specs on our books and is waiting for a quote to print and ship to UK and Europe. – **In Process**  
**Action Item:**  
Nick will have a quote at the next DCOC meeting from Martins.
3. The Amazon and Kindle expansion discussion has been moved over to the International Literature Working Group.
4. Nick is looking into setting up an account in Japan for the Kindle first and then later on Amazon. – **In Process**
5. The updates to new board member onboarding document were posted. – **Completed**
6. The IT Committee requested a list of where our books can be purchased and the languages available. The office will compile this information for them. – **In Process**
7. South Africa-- Bill and Sue have worked out an agreement with the S.A. intergroup for 50%/50% royalties for in

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country printing, the IG to purchase up front, the way we have done in other countries. It will be presented to the board for approval at an upcoming meeting. – **In Process**

In service for the committee,

Bill D., Chair

Rich R., Vice Chair

Jim B., Board Secretary

Sharon F., Board Trustee

Lucia S., Controller & Finance Vice Chair

David M., Board Vice-Chair

Sue V., Global Subcommittee Chair

Nick C., Operations Manager

Keara S., Office Coordinator