

Distribution Center Oversight Committee Report June 2021

Meetings: Monthly on the 2nd & 4th Wednesday at 4pm Eastern.

Committee Email: dcoc@acawso.org

Committee Members:

Sharon F – Committee Chair

Tamara P - Board Trustee

Lucia S – Financial Controller

Nick C – Operations Manager

Keara S – Office Coordinator

Sue V - Trustee, Publishing Committee Chair

John Z - Publishing Manager

Committee Purpose: According to the OPPM, the Oversight Committee’s purpose is “... to maintain contact with the office management to ensure that all operations are running smoothly, that policies are being followed, and that the Staff has the resources they need to do their jobs.” With the creation of the new Publishing Committee, the purpose of the DCOC is under review and will be changing in the months ahead.

Committee Approved Expenditure: \$145 to L.A. Security Cameras for service call on July 1, 2021.

Summary of Activities:

- Updated shipping dates from US printing company, Sheridan (formerly known as Bang):
 - SC BRB - delayed shipment received July 5th
 - HC BRB - currently out of stock in Shopify and Amazon - expected to ship between July 30 and August 8.
 - Loving Parent Guidebook (LPG) - supposed to ship July 27
- Reviewed end of month inventory variances - suggested the DC change from its current method of marking count when stock is removed for order fulfillment to one of doing a physical count of open boxes at inventory time.
- Continuing - Microsoft Business 365 Premium project - At the July 28th meeting, Lucia reported that Brad L had installed her software. Sharon made note of some programs that may not have been installed on the laptop.
- On July 28th, Julianne V (volunteer on numerous WSO committees) attended the DCOC meeting to request a report of order shipments by postal code to be used by the Knowledge Based Decision Making (KBDM) study group. Julianne explained part of that process and they were supportive of the effort. They offered Julianne several examples of how KBDM could be useful in other aspects of WSO business, as well as in committees and by delegates for the ABC.
- Continuing - identifying tasks that DCOC had performed in the past in order to coordinate with the Publishing Committee on redefining purpose and areas of responsibility.

Upcoming Projects:

- Digital signatures for contracts or other approvals
- Migration of files/folders from Dropbox to Microsoft

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- Syncing Gmail with Microsoft
- Potential administrative help for the office
- Opening Amazon Japan marketplace
- Creation of a policy for approval for hiring temporary workers.