

**Distribution Center Oversight Committee Report**  
**September 2021**

**Meetings:** Monthly on the 2<sup>nd</sup> & 4<sup>th</sup> Wednesday at 4pm Eastern.

**Committee Email:** [dcoc@acawso.org](mailto:dcoc@acawso.org)

**Committee Members Present:**

Bill D – Chair

Nick C – Operations Manager

Lucia S – Financial Controller

Keara S – Office Coordinator

Eleni M - Member Services Staff

**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.”

**Committee Approved Expenditure: Ordered Cal/ OSHA required N95 respirators from Uline**

**Summary of Month’s Activities:**

- Reviewed inventory counts as shown in Shopify, Sheridan, Martins and Amazon marketplaces including those In Transit between warehouses.
- Discussed the August End of Month Inventory that was not performed due to the tremendous surge in orders for the newly released LPG. Discussed doing the September EOM Inventory and the need for it to be as accurate as possible.
- Quotes were obtained and recommended orders for the books below were sent to the board for approval. After board approval the orders were placed.
  - LPG quantity of 10,000
  - YWB quantity of 15,000
  - LLWB quantity of 10,000
  - SC SMR quantity of 10,000
- Discussed the new Cal/OSHA’s Wildfire Smoke emergency regulation that requires N95 respirators be in stock for each employee and the air quality is monitored. Approved order of N95 respirators.
- Reviewed next steps for UPS Free Domicile set up and invoices for the UK printer to ship LPG to European Intergroups.
- Asked staff to add LPG to shopping cart list of books that qualify for 20 book discount.
- Remote staff and office staff were invited to the DCOC meeting to discuss current procedures for answering of the phones and handling voice messages.
- Amazon MCF was presented as an alternative shipping option for out of stock situations in Signal Hill. Further discussions with the Accountants and technical support will be had regarding the viability of integrating this service into existing processes.