**ACA Distribution Center Progress Report for November 2014**

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| **RECENTLY COMPLETED** |
| **Book Orders:** | * 6,000 Workbooks have been delivered. Several boxes damaged in transit. Many other books were printed left handed and are being collected for future resolution. Printer has been notified.
* 1,500 softcover BRBs, 2,000 hardcover Meditation books, and 8,000 hardcover BRBs are in production with printer.

All books are scheduled to be delivered in December.* Credit memo issued by printer for previously returned hardcover BRBs. Working with printer to resolve issues related to previously returned softcover Meditation books.
* Consulted with staff to plan for placement of upcoming deliveries of BRBs and Meditation books.
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| **Nashville Board Meeting** | * Sam attended WSO Board meeting in Nashville and met several Board members. He made presentations on warehouse operations as well as the cost of books purchased from Bang printing.
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| **Procedures:** | * Began writing office desk procedures with staff participation starting with the most important processes first.
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| **Staff Work:** | * Completed investigation of using alternate copiers/printers for trifolds. No good alternatives exist in our local area.
* November inventory of all warehouse products complete. Implemented new inventory worksheets developed by Accountant and Sam.
* Began research of pallet rack and stacking options for warehouse in expectation that future products will be developed in 2015 that will require additional pallet space.
* Staff consolidated and marked boxes of archived material in warehouse.
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| **New Website:** | * Prepared preliminary X-cart website test data file for order entry test. Began testing X-cart and have provided various comments to ACA-WSO Board Chairman. Testing of order entry process continuing.
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| **HR Issues:** | * Attended webinar on mandatory State paid leave regulations for 2015. Requires all California employers to make paid time off available to all employees. Provided a copy of the presentation to ACA-WSO Treasurer and Accountant. More information to follow as it becomes available.
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| **Book Fill Station:** | * Further expanded warehouse fill station by moving larger metal shelf unit from office area.
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| **Electrical System:** | * Electrical system modifications were completed by the electrician. Currently researching the cost of portable infrared heaters for use by employees in the warehouse.
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| **ONGOING BUSINESS** |
| **Staff Schedules:** | * One employee out on disability leave and another is receiving treatment for a major medical condition.
* 3rd employee has had intermittent illness related absences.
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| **HR Issues:** | * Reviewing alternatives in procuring a State required Injury and Illness Prevention Plan.
* Job titles and descriptions will soon be developed.
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| **Staff E-mail Communications:** | * Sam to print and review existing email templates for possible updates.
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| **Cost and Efficiency Measures:** | * All book and product weights must be checked and confirmed as being accurate in X-cart.
* Sam to investigate cost of scanning hard copy records as an alternative to storing paper copies of book orders.
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| **New Website**: | * Need to train staff on the use of X-cart.
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| **Workplace Safety:** | * Investigating how to secure shelves to concrete floor.
* Will investigate purchase of smoke/radon detectors.
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| **Inventory:** | * Need to confirm that we have actual soft copy files for all ACA printed products in hand. If not, actual files will need to be obtained for storage and backup.
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| **Packaging Options:** | * Need to review new dimensional shipping charge rates from UPS to determine if alternatives exist to save member costs.
* Need to analyze and determine best box sizes to stock in the warehouse for most common book order combinations.
* Currently investigating the possibility of discontinuing pre-wrapping books that are packed and shipped to customers.
* Need to evaluate best long-term void fill options for packed book orders (i.e. styrofoam peanuts, existing bubble wrap, larger bubble wrap, craft paper, etc.)
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| **Technology Support:** | * Sam investigating possibility of having a review of the current status of our PCs by a volunteer.
* Decision made to install T-Hub on 2nd computer.
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