**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. |
| **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. |
| **Procedures:** | * Began writing office desk procedures with staff participation starting with the most important processes first. |
| **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. |
| **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. |
| **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. |
| **Book Fill Station:** | * Further expanded warehouse fill station by moving larger metal shelf unit from office area. |
| **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. |
| **HR Issues:** | * Reviewing alternatives in procuring a State required Injury and Illness Prevention Plan. * Job titles and descriptions will soon be developed. |
| **Staff E-mail Communications:** | * Sam to print and review existing email templates for possible updates. |
| **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. |
| **New Website**: | * Need to train staff on the use of X-cart. |
| **Workplace Safety:** | * Investigating how to secure shelves to concrete floor. * Will investigate purchase of smoke/radon detectors. |
| **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. |
| **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.) |
| **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. |