**ACA Distribution Center Progress Report for March 2015**

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| **NEW** | |
| **New Website**: | * Assisting many customers in completing their ACA literature orders since Xcart went live. Provided input to the Board for assessment and implementation of system enhancements. * Distribution Center is currently not set up to process orders using selected USPS shipping methods offered on Xcart. Working with USPS to determine what equipment or procedure changes will be required. * Currently reviewing daily shipping charges for accuracy to determine if further programming changes are required with some of our shipping options. * Xcart PDF order invoices remain unavailable for printing. Currently printing order Receipts both as a record for our orders and as packing slips for clients. Centauria is working to fix the PDF order invoice printing problem. * Connection of T-hub shipping label printing software to Xcart is still pending assignment of user ID and password from Centauria. * Currently using UPS Worldship and USPS.com directly to print shipping labels for daily orders. Reviewing 3rd party software options (other than T-hub) to implement a more efficient packing slip and shipping label printing process. * Working with staff to document the process of completing literature orders using X-Cart in preparation for developing future system enhancements. |
| **HR Issues:** | * Moved records and a storage rack from office to warehouse to free up office space for a potential new employee. |
| **Literature Orders:** | * Started the process of ordering softcover Med books, 12-Step Workbooks, and other needed ACA literature. * Netherlands Intergroup Book Seeding order finally received for processing. |

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| **COMPLETED** | |
| **Inventory:** | * March monthly inventory complete. * Updated ACAWSO product re-order point and quantity listing for future use. |

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| **ONGOING** | |
| **Staff Schedules:** | * One employee has completed her treatments for a major medical condition. Final medical evaluation is pending. |
| **HR Issues:** | * Reviewing alternatives in procuring a State required Injury and Illness Prevention Plan. * Soon to work with Board members regarding plan to implement the new upcoming California regulations related to “employee sick-leave” that will take effect on July 1, 2015. |
| **Staff Work:** | * Continuing to write office desk procedures with staff participation. * Continuing to develop and distribute various office-related policies to staff as needed. * Researching pallet rack and stacking options for warehouse. |
| **Office Computers:** | * Investigating the possibility of having a review of the current status of our PCs done by a volunteer. |

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| **TO BE DONE** | |
|  | * Receive Board input regarding disposition of over 600 defective softcover Meditation books in warehouse. * Develop a detailed projection of future book inventory levels for warehouse space planning purposes. * Evaluate need for proposed warehouse rolling door adjustments and forward to the Board for approval as needed. * Document ACAWSO project descriptions, requirements, and processes for staff use. * Investigate cost of scanning hard copy records as an alternative to storing paper copies of book orders. * Confirm that we have actual soft copy files for all ACA printed products in hand. * Continue to explore the possibility of not pre-wrapping as many books. * Evaluate best long-term void fill options for packed book orders (i.e. styrofoam peanuts, existing bubble wrap, larger bubble wrap, craft paper, etc.) |