**ACAWSO Distribution Center Progress Report for May 2015**

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| **NEW** |
| **New Website**: | * Continue to assist some customers daily in completing their ACA literature orders since Xcart went live.
* USPS Priority Mail and Priority Mail Flat Rate as well as Media Mail shipping methods unavailable. 3rd party shipping label and cost vendors should be evaluated for the possibility of implementing these shipping methods.
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| **Literature Orders:** | * Orders for softcover 12-Step Workbooks and other needed ACA literature are in various stages of production and delivery.
* 5064 softcover Strengthening My Recovery books delivered on 6/11/15.
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| **HR Issues:** | * Distribution Center Office Manager resigned his position effective June 12, 2015.
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| **COMPLETED** |
| **Inventory:** | * May monthly inventory is complete.
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| **ONGOING** |
| **Staff Schedules:** | * One employee has successfully completed treatments for a major medical condition. Some lifting restrictions remain.
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| **Literature Orders:** | * Payment for literature shipped to the Austin Intergroup is potentially pending (have not seen payment in office).
* Return of Majbrit’s Danish literature from the Austin Intergroup for shipping to Europe is still pending.
* Payment for Medallions requested by Majbrit is pending.
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| **HR Issues:** | * Plan to implement the new upcoming California regulations related to “employee sick-leave” that will take effect on July 1, 2015 is in the process of development.
* Employee concerns on various issues are in the process of being investigated and resolved.
* Employee job description/title information has been provided to Senior Management for review and action.

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| **New Website**: | * Continue to assist some customers daily in completing their ACA literature orders since Xcart went live. Decision regarding the continuing availability of phone and paper literature orders needs to be made.
* Connection of T-hub shipping software to Xcart is pending.
* 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.
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| **Warehouse:** | * Researched pallet rack and stacking as well as offsite storage option for warehouse. Final decision regarding purchase of equipment is pending.
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| **TO BE DONE** |
|  | * Must develop or procure (through CEA) a State required Injury and Illness Prevention plan once a decision has been made regarding the installation of new pallet racks and purchase of a new pallet lift device.
* Need to develop a detailed projection of future book inventory levels for warehouse space planning purposes.
* Decision regarding disposition of approximately 600 potentially defective softcover Meditation books in warehouse is pending.
* Need to explore the possibility of not pre-wrapping books. Suggest use of a manual table-top mounted craft paper roll holder and a separate table-top mounted craft paper crumpler.
* Need to develop a new process for implementing U.S. and International Intergroup orders. Suggest having separate membership categories in X-cart for both groups. Centauria can then establish 30% discounts for products for each membership group. Staff can calculate and provide additional discounts needed for International Intergroup shipping costs.
* Need to review current staff work assignments for possible re-distribution as needed.
* Need to write office desk procedures with staff participation.
* Need to document ACAWSO project descriptions, requirements, and processes for staff use.
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