

DISTRIBUTION CENTER OVERSIGHT COMMITTEE REPORT NOVEMBER 2018

1. The committee reviewed the October end of month inventory levels in the Signal Hill Warehouse and the three Amazon sales channels. – **Completed**
2. The committee has been working with the UK to develop a literature delivery system that will be comparable to the costs paid by US based groups. The plan is scheduled to be delivered to the board at the December 13th working session meeting – **Pending**
3. A report was presented to the board and operations manager at the October board Strategic Planning Meeting that included a year to date summary of the committee's activities and proposed 2019 goals. The report can be found here: <https://acawso.org/2018/11/11/dcoc-committee-report-to-the-strategic-planning-meeting-for-members/> - **Completed**

One of the items in the report was the review of a consolidated sales report that merges the monthly sales by outlet as well as the inventory removed due to damage or internal uses such as H&I or Public Outreach while factoring in the monthly beginning and ending inventory counts. We look forward to this report for November sales and inventory being presented and reviewed at the December joint meeting on December 11 with the operations manager. - **Pending**

4. Reviewed and approved the order of 5,000 soft cover BRB books and sent a motion to the board executive committee for approval. – **Completed**
5. Reviewed and approved the order of 10,000 Yellow Workbooks and sent a motion to the board executive committee for its approval. – **Completed**
6. Reviewed and approved the order of \$14,361.50 for wide variety of chips and medallions and sent a motion to the full board for its approval. – **Completed**
7. Requested the office staff insert the approved privacy policy in the shopping cart to conform to recent regulations passed in European countries. – **Pending**
8. Continued to work through import errors between the shopping cart and accounting program.
9. Fixed a bug in an internal email with active meeting counts. – **Completed**
10. Requested the office update the shopping cart menu to prevent it from being collapsed due to too many menus. - **Completed**