

DISTRIBUTION CENTER OVERSIGHT COMMITTEE REPORT FEBRUARY 2020

The DCOC met several times this past month to discuss two large special projects in addition to our regular monthly duties of reviewing and monitoring inventory and performing general operations oversight.

1. Reviewed and approved the monthly inventory statistics, recommended orders, and inventory movements by the office. – **Completed**
2. Organized a onboarding call with the selected Human Resources consultant and various WSO board members, volunteers, and staff to get acquainted and define next steps. An introductory meeting was scheduled at the office for the Operations Manager to meet with WSO's new HR Professional consultant. The meeting went well and a second meeting has been scheduled to work on the assessment. – **Completed**
3. Recommended the German language Yellow Workbook be put on Amazon for sale – **Completed**
4. The current office/distribution center was evaluated, and it was determined we should look for a new space based on the drastic price increase in our current lease, rapid growth in current inventory needs, and space needed for new titles we'll be adding to our inventory later this year. The board asked the DCOC to obtain information about alternative sites within 15 miles of Signal Hill. The committee obtained 7 properties and arranged for the operations manager to inspect them with a broker. The committee reviewed the results of the inspections and then requested a more detailed capacity report on the existing office/warehouse. This was provided by the office and based on the findings the committee has recommended the WSO move its office and literature distribution center in the next few months to a larger facility in nearby Carson. The board is deliberating on this recommendation. – **In Process**
5. The WSO inventory management project is ongoing and WSO is working with the accountants to make changes to our systems and processes that will allow the inventory to be tracked much more accurately. Our IT Committee Chair spent a week in Signal working with office staff on evaluating systems and processes currently in place while assisting with the modifications by the accountants. The accountant's representative joined the last DCOC call and we decided to establish a Slack Channel to better facilitate discussions by all parties. – **Completed**
6. The committee's annual report to the ABC was prepared and approved by the committee. It has been submitted to the ABC Committee. sale – **Completed**
7. The committee held its Chair and Vice Chair elections. Bill D was re-elected chair and Rich R was elected vice-chair. By submitting this report to the board, the committee requests board ratification of these two individuals. The committee thanks Jim B for his previous service as Vice Chair and understands his plate is full as Board Secretary and with other committee responsibilities and therefore did not want to stand for Vice Chair again of the DCOC. – **Completed**

In service,

Bill D., Chair

Rich R., Vice Chair

Jim B., Board Secretary

Sharon F., IT Committee Chair