

Distribution Center Oversight Committee Report

May 2021

(Please Note: This report also includes activity from the Meeting Held on Apr 29th)

Meetings: Monthly on the 2nd & 4th Wednesday at 4pm Eastern.

Committee Email: dcoc@acawso.org

Committee Members:

Sharon F – Committee Chair

David McB – Board Trustee

Lucia S – Financial Controller

Nick C – Operations Manager

Keara S – Office Coordinator

Committee Purpose: According to the OPPM, the Oversight Committee's purpose is "... to maintain contact with the office management to ensure that all operations are running smoothly, that policies are being followed, and that the Staff has the resources they need to do their jobs." With the creation of the new Publishing Committee, the purpose of the DCOC is under review and will be changing in the months ahead.

Committee Approved Expenditure: Microsoft is free for 10 users, \$5/user/month for each additional user.

Summary of Activities:

- Completed: Reviewed Shopify and Amazon sales channels for out-of-stock items and expected shipping dates.
- Completed: With the new 7th Tradition page on AdultChildren.org, a coordinated plan to remove that product from shop.adultchildren.org was created and executed by Lucia, Sharon and Keara.
- Completed: A new layout for shop.adultchildren.org was approved by the committee. Keara and Lucia created a guide for payment for Intergroups with contracts for their local printing needs.
- Completed: Approval of using Amazon to place barcodes on books instead of Bang. The cost for Amazon is 30 cents per book, Bang is 38 cents per book. This will add flexibility; Bang will be able to ship books to either Amazon or Signal Hill without sticker concerns. We will try this and see if there are issues that may warrant changing back.
- In process: Keara and Nick obtained quotes for printing the new H&I trifold for professionals. This was forwarded to Executive Committee for Board approval.
- In process: The committee began identifying tasks that DCOC had performed in the past in order to coordinate with Publishing Committee on redefining our purpose and areas of responsibility.
- In process: Nick (Operations Manager) - review the end of month inventory procedures to ensure that it can be done proficiently when the Office Coordinator is on vacation or otherwise unavailable.
- In process: Nick - to get quotes from both the UK and Estonian printers to see if it's more efficient and cost effective to replenish stock in European Amazon versus from the US Printer.

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- In process: Sharon - Amazon US and UK individual user access setup and Amazon UK verification.
- In process: Sharon will get Microsoft set up for all Board members and staff and schedule launch, usage, additions and training. Reach out to IT for file/folder migration from Dropbox

Upcoming Projects:

- Digital signatures for contracts or other approvals
- Migration of files/folders from Dropbox to Microsoft
- Syncing Gmail with Microsoft
- Potential administrative help for the office
- Opening Amazon Japan marketplace